Dress Standards

The professional atmosphere of Mid-Missouri Supported Living is maintained, in part, by the image that its employees present to the individuals supported, stakeholders, visitors and members of our community. Mid-Missouri Supported Living's employees should therefore utilize good judgment in determining their dress and appearance.

Employees are expected to come to work dressed in clean, neat attire appropriate to their position and their job activities and employees should avoid wearing clothing that is distracting or might make our individuals supported, stakeholders and visitors feel uncomfortable or offended. Employees who are inappropriately dressed will be sent home without pay and directed to return to work in proper attire.

Orientation Period, Trainings & Policy/Procedures

Orientation periods are utilized as an extension of the selection process. The Orientation period provides new employee as well as Mid-Missouri Supported Living the opportunity to examine each other's compatibility and suitability. The orientation period is ninety-days (90) from the date of hire. In the event that, during the orientation period, an employee fails to demonstrate the required ability to perform the job duties, their immediate supervisor may terminate the new employee at any time.

Employee Conduct and Work Rules
Individuals supported Relations & Confidentiality

Mid-Missouri Supported Living is a professional board for the developmentally disabled. Employees are expected to maintain a professional and courteous attitude with all individuals supported, stakeholders, visitors and members of our community. Mid-Missouri Supported Living prohibits staff from discussing proprietary/private company information without prior authorization. Company information is confidential to our company and its employees. Discussion or relaying of business information to outside or unauthorized individuals is cause for termination. If someone questions you, please refer the request to your supervisor.

Social Media Policy

Mid-Missouri Supported Living takes no position on your decision to start or maintain a social media account. However, it is the right and duty of Mid-Missouri Supported Living to protect itself from unauthorized disclosure of information. Mid-Missouri Supported Living's policy on such material includes rules and guidelines for company-authorized blogging, texting, posting information on various social media platforms and personal communication and applies to all employees including, but not limited to; Executive Director, Administrative staff and Management and Non-Management Employees.

General Provisions

Unless specifically authorized by the company to do so as part of employee's position, employees are not permitted to blog, text or use other forms of social media or technology on the Internet, phone or other communication devices during working hours or at any time on company computers or other company-supplied devices. Blogging, texting, twittering or other forms of social media or technology include but are not limited to video or wiki postings, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with Mid-Missouri Supported Living. The personal use of social networking web sites such as Twitter, Blogging, Facebook, etc. is prohibited, unless part of specified duties

of the job. Any messages that might act as the "voice" or position of Mid-Missouri Supported Living must be approved by the Executive Director or owner. Any identification of the author, including usernames, pictures/logos, or "profile" web pages, should not use logos, trademarks, or other intellectual property of Mid-Missouri Supported Living, without approval of the Executive Director or owner. The message should not disclose any confidential or proprietary information of the company. Written messages are, or can become, public. Employees are expected to protect the privacy of Mid-Missouri Supported Living and its employees and individuals supported and are prohibited from disclosing personal employee and non-employee information and any other proprietary and nonpublic information to which employees have access. Such information includes but is not limited to individual supported's information, trade secrets, financial information and strategic business plans. Any violation of the policy will be subject to disciplinary action up to and including termination.

Drug-Free Workplace Policy

It is the policy of Mid-Missouri Supported Living to provide a drug-free workplace in accordance with the 1988 Drug Free Workplace Act. It is the firm policy of Mid-Missouri Supported Living to prohibit the unlawful manufacture, distribution, dispensing, possession or use of any alcoholic beverages, non-therapeutic drugs or controlled substances in the workplace. This does not include any legal non-prescription or therapeutic medications prescribed to employees by a licensed physician and approved for use during working hours by said physician. All employees should inform their supervisor of any medication being taken so that precautions can be take regarding safety issues such as operating equipment or vehicles, etc.

Employees under the influence of alcohol or non-prescription drugs during work are a serious risk to themselves, fellow workers and individuals supported. Therefore, any employee who violates this policy will be subject to disciplinary action which may include suspension, termination, or referral for prosecution.

In addition, all employees are required to notify the Executive Director of any criminal drug statute conviction, whether under state or federal law, for violations occurring in the workplace. Such notification to the company shall be made by the employee no later than 5 days after said conviction.

Mid-Missouri Supported Living reserves the right to request drug and/or alcohol testing of employees:

1- When employment is being considered and there is any question about use if substances that will impair an employee's ability to perform job duties.
2- When an individual in the care of the agency is jeopardized or potentially could be jeopardized by an employee's actions in any way.
3- If there is any reason to suspect that the employee may be impaired at work, whether this causes immediate danger/risk to the individuals being cared for or not.
4- Refusal of any testing requested will be cause for immediate termination.

Smoking/Vaping/Chewing Tobacco

In consideration of our employees' health and for the safety of our work environment, Mid-Missouri Supported Living prohibits the use of smoking, vaping, tobacco chewing, or dipping (of any product) outside of the designated areas and while on duty, and at on or off-site functions, while representing Mid-Missouri Supported Living. We ask employees to be considerate when dealing with individuals supported and not to smoke, vape, chew tobacco, or dip in their presence. This policy applies equally to all employees, individuals supported and visitors. Employees who smoke will not be allowed more work breaks or longer work breaks than non-smoking employees.

Weapon-Free Workplace Policy

To ensure that Mid-Missouri Supported Living maintains a workplace safe and free of violence for all employees, the company prohibits the possession or use of perilous weapons on company property. A license to carry the weapon on company property does not supersede company policy. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including termination.

All Mid-Missouri Supported Living employees are subject to this provision, including contract and temporary employees, visitors and individuals supported on Mid-Missouri Supported Living's property.

"Company property" is defined as all company-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the company's ownership or control. This policy applies to all company-owned or leased vehicles and all vehicles that come onto company property. "Dangerous weapons" include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm.

Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy. Mid-Missouri Supported Living reserves the right at any time and at its discretion to search all company-owned or leased vehicles and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including a termination.

Security

It is the responsibility of each employee that all tasks be conducted in a safe and efficient manner complying with all local, state and federal safety and health regulations, programmatic standards, and with any special safety concerns identified by Mid-Missouri Supported Living for use in a particular area or with individuals supported and visitors.

The office shall have posted an Emergency Plan detailing procedures in dealing with emergencies such as (Fire, Weather, Medical emergency, etc.). Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow Mid-Missouri Supported Living's safety and health guidelines or conduct which places the employee, volunteer, individuals supported or agency property at risk can lead to employee disciplinary action up to and including termination.

Wage and Salary

Mid-Missouri Supported Living maintains a progressive wage and salary plan to attract, retain and motivate competent employees. Mid-Missouri Supported Living complies with all applicable federal and state wage and hour laws, including the Fair Labor Standards Act (FLSA). Employee pay rates are established in accordance with minimum wage and overtime requirements. Mid-Missouri Supported Living compensates employees based on:

- Relative value of their jobs within the company
- The level of individual performance
- To sustain competitiveness within the market

Deductions

Certain deductions required by law will be made from each employee's wage. These include:

- Federal/State Income Taxes
- Social Security & Medicare Taxes (FICA)
- Any other required deductions mandated by federal and state laws

The amount withheld will vary according to how much an employee's earns, marital status, and the number of exemptions claimed.

Overtime

Employees shall be paid for their hours worked in accordance with all legal requirements. Employees who qualify as exempt within the meaning of the state and federal wage and hour laws are exempt from overtime pay and are not subject to this policy.

All non-exempt (hourly) employees currently qualify for overtime pay. Overtime pay is calculated at one and one-half times the non-exempt (hourly) employee's regular rate for all hours over 40 hours in one workweek. Hours paid that are not worked such as travel time, sick days, and vacations do not count as hours for overtime purposes. A member of management, ordinarily the employee's immediate supervisor, must approve all overtime, in advance.

Credit: DMH's Sample Policy & Procedure Manuals shared with new providers.

Approved by: _____

Robert Palmer, RN, BSN, Owner MMSL