

Lea County Humane Society Employee Handbook

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CONTACT

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In Hobbs
Hobbs Animal Adoption Center
700 N. Grimes
575-397-9397

In Lovington
Lovington Animal Shelter
Lovington Highway
575-704-0490

INTRODUCTION

Welcome to the Lea County Humane Society. You are a vital part of making our organization a success. This handbook is provided to inform you of your rights and responsibilities as an employee of LCHS.

Mission Statement

To become a model human services provider in a financially sustainable modern facility providing safety, health care, nourishment and beneficial outlets for Lea County's resident animals.

Organizational Structure

The Lea County Humane Society (LCHS) exists for the purpose of providing rescue, rehabilitation and adoption for unwanted companion animals in Lea County. Currently, this organization focuses on cats and dogs, but may someday expand the scope of services to include larger animals and exotic animals.

We are a non-profit organization operating under volunteer leadership and primarily supported by donations. The Board of Directors (board) consists of ten members. The board of directors, employees and volunteers work together as a team to care for the homeless pets of Lea County and to educate the public about humane animal care. The board makes policy decisions and sets the humane society's direction and goals. The staff, with the help of volunteers, puts the board decisions into action and carries out the policy the board puts in place. It is important for the staff to provide constructive feedback to the board of directors for the growth and good their facilities and of LCHS.

It is expected that every employee of LCHS will work to attain the goals set by the board and will uphold the mission of the organization. Each employee is expected to abide by all policies set by the board of directors.

All LCHS staff work at either the Hobbs Animal Adoption Center or the Lovington Animal Shelter, which will hereby be referred to as facilities. LCHS staff are full time and part time employees.

The facility manager, a city employee, oversees the day-to-day operations of LCHS staff, with board approval, as stated in the contracts between LCHS and the City of Hobbs and LCHS and the City of Lovington; these contracts are reviewed by LCHS and the two cities, and renewed on a yearly basis.

Reporting Structure

The facility manager's report to the LCHS board at monthly meetings held at the Hobbs Animal Adoption Center. The managers keep the board updated about facility operations and present policy issues to the board for input and decisions.

Code of Conduct

It is expected that all employees and volunteers of LCHS will conduct themselves in a professional manner and will treat patrons and each other with respect and kindness. Unacceptable behaviors include profanity, gossip, rudeness, lying, theft, and violence.

Animal Care

The animals in the care of LCHS are to be treated with respect and dignity, and are to be maintained in a clean, uncrowded and disease free environment, until they are found a suitable home.

Policy and Procedure

Employees of LCHS are expected to know and follow written policies and procedures established by the cities of Hobbs and Lovington, at their facilities, and policies and procedures established by the LCHS board of directors. Failure to follow written guidelines or deviation from policy without board consent will be grounds for dismissal.

Safety

Safety is important for our employees and the animals in their care. All LCHS staff are required to have an up-to-date tetanus shot, use extreme caution when handling animals, and get assistance when handling any aggressive or fearful animals. Any incident in which an employee is injured by an animal must be reported immediately to the employee's facility manager.

GENERAL INFORMATION

Facility Hours

The hours of operation for LCHS employees are the same as for the Lovington Animal Shelter and the Hobbs Animal Adoption Center.

Equal Employment Policy

The policy of LCHS is to provide equal employment opportunities to all qualified employees and applicants for employment regardless of race, color, sex, age, religion, national origin, disability, marital status or status as a disabled veteran. Our intent and desire is that equal opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoffs, terminations and all other terms and conditions of employment.

Harassment Policy

Harassing or intimidating employees or volunteers for any reason is prohibited, including harassment based on an employee's or a volunteer's race, color, sex, age, religion, national origin, disability, marital or veteran status. LCHS does not tolerate suggestions to staff that sexual favors will have an effect on employment in this organization. Anyone exhibiting such discriminatory behavior toward another will be subject to disciplinary action, up to and including discharge and dismissal.

Anyone who thinks he or she is being harassed in violation of this policy has a responsibility to promptly notify the LCHS Board President.

Recruitment and Selection

The LCHS Board of Directors fills all job vacancies. It is the goal of this organization to hire the most qualified person attainable with the available resources. Special consideration is given to promotion from within for those employees who have demonstrated, by their performance, training and ability to work in a team environment that they are interested in and capable of assuming additional responsibility.

Personal Telephone Calls and Visits

Personal phone calls and text messages, when necessary, should be kept brief and should not interfere with the work of an employee. Friends and family are not to be at the facility except during break times, or if they are present in a volunteer capacity and are working.

Dress Code and Clothing Allowance

All employees and volunteers should exercise good judgment in choice of attire. Because of the nature of work at LCHS, it is recommended that employees and volunteers dress for comfort, including adequately supported, rubber soled work shoes. Footwear covering the entire foot, such as athletic shoes or work boots, is required. Mud/rubber boots may be required. All footwear at the facility is subject to the facility manager's approval.

Because LCHS staff frequently interact with the public, modesty of dress is important. The following attire is not permitted: Tops or blouses that reveal the wearer's midriff; tops, blouses or dresses with no straps; halters or bikini tops; short shorts (more than halfway above the knee); sandals, flip-flops or shoes that expose any portion of the foot below the ankle. Facial piercings will be removed and tattoos covered during work hours.

Clothing allowance policy is as follows: Upon being hired for employment, all LCHS staff must purchase two sets of uniforms (two tops, two slacks) and have the LCHS paw logo embroidered on the two tops. All employees, full time and part time, must pay for these uniforms and the embroidery. If an employee wishes to be reimbursed, he or she must keep the receipts for uniform purchases and embroidery and turn these receipts in to LCHS after three months of employment.

LCHS will reimburse an employee for two sets of uniforms only. If he or she wishes to have additional uniforms, they must be paid for by the employee.

While at the facility, LCHS employees must wear LCHS tops or tops with the signage and logo of the city of Hobbs or the city of Lovington. All dress for LCHS employees at the facility is subject to the facility manager's approval.

LCHS Records

All written records referenced and required under the LCHS policies and procedures, including this Employee Handbook, and including, but not limited to, information shared by LCHS and the cities of Hobbs and Lovington, are the property of LCHS. This includes any and all financial documents and any and all documents pertaining to LCHS staff.

All official LCHS files are in the possession of the President of the Board of Directors, who is responsible to the board to see that they are up-to-date, in order, and in a secure place to keep them from damage or theft. No employee shall remove any records from LCHS files without the knowledge and express consent of the Board of Directors.

Publications and Records Development

Employees and volunteers are encouraged to develop ideas, publications or forms to improve the existence and workings of LCHS. They may submit them to the board of directors for board approval and implementation. No employee or volunteer shall publish or put into effect any publication or form without board approval.

Food and Drink

LCHS's policy is in accord with the policy of the city of Hobbs at the Hobbs facility, and the policy of the city of Lovington at the Lovington facility.

Smoking and Tobacco

LCHS's policy is in accord with the policy of the city of Hobbs at the Hobbs facility, and the policy of the city of Lovington at the Lovington facility.

Drugs and Alcohol

LCHS's policy is in accord with the policy of the city of Hobbs at the Hobbs facility, and the policy of the city of Lovington at the Lovington facility.

The Facility Manger may immediately dismiss any LCHS employee if the Facility Manger has reason to believe that the employee is in violation of any of the City's policies on Food and Drink, Smoking and Tobacco, or Drugs and Alcohol.

EMPLOYMENT AND BENEFITS

Employment Status

Employment is at-will. An employee may leave or be discharged, with or without notice, at any time without ramifications for either party (LCHS or the employee).

A new employee is under probationary status for the first 90 days of employment, at this time, he/she is ineligible for holiday pay. At the end of the probationary period, the employee's performance will be evaluated by the facility manager and an LCHS board member.

Full-time employees are those that work 32 or more hours per week. Part-time employees are those that work less than 32 hours per week.

Part-time employees may work full-time hours, temporarily, with Board approval. After a three-month period, that employee will be classified as full-time and given full-time benefits.

Work Schedules

LCCHS employees' work schedules are at the discretion of the Facility Manager.

In case of absence from work, or lateness, employees need to contact the Facility Manager in a timely manner, a minimum of 30 minutes prior to lateness or absence. Failure to do so will be documented in a Facility Manager's report.

Overtime

Overtime hours are at the discretion of the LCCHS Board of Directors and subject to Board approval.

Overtime is defined as more than 40 hours worked within one week, Monday through Sunday. Employees are paid time and a half for any hours worked after 40. Vacation and holiday pay are not calculated in overtime.

Holiday Pay

Full time employees are eligible for holidays off with pay. Any employee that works a holiday will receive regular pay for hours worked, in addition to the paid holiday. Part-time employees are ineligible for holiday pay.

Holidays are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.

Leave requests for personal business and sick days are subject to the discretion of the Facility Manager and must have the Manager's approval.

Vacation requests must be submitted to the Facility Manager at least two weeks prior to the requested dates.

Break Times

Employees will receive an unpaid 30-minute lunch for a six-hour day and a one-hour lunch for a seven or more hour day. Lunch breaks are to be recorded on time sheets. Shorter breaks are at the discretion of the Facility Manager.

Time Sheets

Employees are to complete time sheets on an approved form each day for each pay period. The employees will attest to the accuracy of each time sheet (by their signature) and submitting them to the facility manager. The Facility Manager is to verify work hours and submit them to the payroll staff every two weeks.

Falsifying of time sheets is grounds for immediate dismissal.

Compensation

A pay period is two weeks, Monday through Sunday (14 days). Checks will be issued, by direct deposit in the employee's bank account, the Friday following the end of a pay period. Errors in paychecks are to

be reported to the payroll staff for correction. Once the employee has had a check deposited, LCHS assumes the employee has accepted it as correct.

Employee Records

The President of the Board maintains personnel files. They contain original applications, resumes, any benefit information, payroll authorizations, performance appraisals and other pertinent information. Authorization to review a personnel file is made through the Board President. The information on file is strictly confidential and property of LCHS.

It is the employee's responsibility to update information changes, such as phone, address or emergency contacts.

Taxes

Federal and state taxes will be withheld from each paycheck. A W-4 form must be completed and signed by each employee every year to determine federal and state withholding amounts. Maximum withholding allowances will be assumed for employees if this is not completed. W-2 forms will be disbursed prior to January 30th of each year.

Vacation Pay

Full-time employees are eligible for vacation pay. Vacation is only available once the employee's entire period (length of employment) is completed. Employees are not eligible for partially accrued vacation pay. Vacation is accrued according to the following criteria:

Length of Employment	Amount of Vacation Pay
One year to two years	Five days
Three to five years	Ten days
Five to ten years	Fifteen days
Over ten years	Twenty days

Notice of used vacation day(s) is/are to be reported to the Treasurer or the payroll staff in the appropriate pay period. Employees are eligible for vacation once they have completed the full time requirement and will lose accrued time if employment is terminated prior to completion.

Accrued vacation time must be taken within one year of eligibility, or will be paid out at the end of the employment year, and will not be carried over into the next year. Unused eligible accrued vacation time will be paid to the employee upon termination.

The Facility Manager shall coordinate vacation days to ensure proper care of the animals at all times and to maintain the facility's business hours. Any concerns regarding scheduling of vacation days shall be brought to the attention of the Board of Directors.

Insurance

LCHS carries worker's compensation insurance. In the event of an accident or injury, it is the employee's responsibility to notify, or have someone notify, the Facility Manager as soon as possible, and complete the injury report form.

LCHS does not provide paid health insurance, but may offer access to health insurance if needed by an employee.

Performance Appraisals

Performance appraisals are used to establish formal communications regarding employee progress. They will be conducted by the Facility Manager, who also will evaluate all appraisals, and make their information known to the LCHS Board on an as-need basis.

LCHS Employees work at either the Hobbs Animal Adoption Center, in Hobbs, or at the Lovington Animal Shelter, in Lovington. They are immediately accountable to the facility manager at their respective facility, and ultimately to the LCHS Board of Directors.

LCHS funds the employee's position.

The employee works at the facility, and is, at all times and in all situations pertaining to the facility, including shot clinics and outside adoption events, under the supervision of the Facility Manager.

Termination of Employment

Upon notice of resignation or termination, employees shall be paid for earned wages and any eligible vacation time at the scheduled payroll cycle.

LCHS may terminate an employee at any time, with or without cause.

This Handbook will be reviewed by the LCHS Board of Directors annually.