People•Partnerships•Community

Organizational Employment (OES)
Employee Handbook

Boone Center, Inc. (BCI)

Effective July 1, 2026

This handbook replaces all previous versions.

St. Peters Location
200 Trade Center Dr., St. Peters, MO 63376

Lincoln County Location
245 College Campus Dr., Moscow Mills, MO 63362

(636) 978-4300 | boonecenter.com
Office Hours: Monday–Friday, 8 AM to 4 PM

How to Read This Handbook

This handbook has been updated for clarity and plain language. The meaning matches the original policy, but the wording has been simplified to make it easier to understand.

About BCI

Key Terms

Throughout this handbook, “employees and program participants” means anyone served by or working with BCI — including employees, program participants, interns, and volunteers.

The term “BCI” includes all of our program names, including “Imagine Technical Institute.”

Our Programs

BCI helps people with disabilities find and keep meaningful work. We offer a range of programs so that each person can find the right fit and grow over time.

Organizational Employment (OES)

This is BCI’s facility-based work program — our roots since 1959. It gives people who need extra support the chance to work in a structured, supportive environment. You will have a dedicated support team, accommodations for your needs, and regular goal reviews. OES can also be a stepping stone to competitive employment in the community.

Competitive Employment

This program helps people who want to work independently in the community. BCI helps remove barriers to finding and keeping a job — from résumés to job placement and on-the-job support. We also run a Summer Work Program for high school students with disabilities.

Vocational Training

The Skills Center offers hands-on job training that leads directly to competitive employment. We work with local businesses that are committed to building inclusive teams. Graduates go straight into real jobs.

Supports and Benefits Counseling

BCI offers a variety of resources to help you understand benefits, Social Security, and Medicaid. To schedule an appointment with our Benefits Case Manager (in person or online), visit https://calendly.com/bci-benefits-planning.

Imagine Technical Institute and Illinois

A growing program that provides competitive employment services in Southwest Mo and Illinois.

Our Mission, Vision, and Values

Mission: To inspire, develop, and support people with disabilities through a continuum of innovative employment opportunities.

Vision: A world where disabilities are no longer barriers to achieving potential and purpose in meaningful work.

Core Values (iPRAISE): Integrity, Positivity, Respect, Accountability, Innovation, Service, and Empathy.

Funding

BCI is a nonprofit organization (501(c)3). We receive funding from the Department of Elementary and Secondary Education, Missouri SB 40 boards, Vocational Rehabilitation, and the Department of Mental Health.

Accreditations and Certifications

- BCI is accredited by CARF (Commission on Accreditation of Rehabilitation Facilities) in all programs.
- We are certified to work with Vocational Rehabilitation (Missouri), Division of Rehabilitation (Illinois), and the Department of Mental Health.
- The Department of Labor has issued BCI a certificate to pay commensurate wages under the FLSA 14c program.
- Our production floor follows cGMP, SQF, and FDA regulations.
- The Skills Center is certified as an Employment Skills Training (EST) service by the Department of Higher Education and Workforce Development.

Introduction

Welcome to BCI

We are glad you are here! We look forward to getting to know you and working with you toward your employment goals. Our team is committed to your success, and we will tailor our support to fit your individual needs.

This handbook explains BCI's policies, procedures, and benefits. It is not a contract of employment, and it does not cover every possible situation. If you have questions, please talk to your supervisor, the Human Resources (HR) department, or any member of management. Policies may be updated at any time.

Employment at Will

Employment with BCI is At Will. That means that at any time, without prior notice, an employee may resign. Employees can make that decision for any reason they choose and, at the time of termination, all benefits of employment with BCI will no longer apply.

At any time, with or without cause and with or without prior notice, it also will be the option of BCI to exercise the same decision in terminating an employee's employment.

BCI statements, policies, and procedures do not constitute an employment contract nor any form of legal contract.

Code of Ethics

Purpose

This Code of Ethics sets the standard for how BCI board members, staff, employees, and program participants should behave. It helps us make ethical choices and do the right thing, in the right way, for the right reason.

Training and Reporting

You will receive training on the Code of Ethics when you start at BCI and every year after that. You will sign an acknowledgment form, which will be kept in your file.

If you think someone has violated the Code of Ethics, please report it to your supervisor, BCI's Corporate Compliance Officer, or a member of the Leadership Team. We encourage you to start with your supervisor.

Investigations

If a complaint is filed, the Corporate Compliance Officer, Director of Human Resources, and CEO will investigate promptly and take appropriate action, which may include termination of employment. In the event that the suspected violation involves a board member, the next-highest-ranking officer, the CEO, and the Corporate Compliance Officer will investigate.

Business Practices and Corporate Compliance

We commit to:

- Acting honestly and ethically at all times.
- Treating everyone professionally.
- Providing equal employment opportunities to all, regardless of race, color, creed, gender, religion, marital status, age, national origin, disability, financial status, medical condition, sexual orientation, veteran status, or any other protected characteristic.
- Avoiding conflicts of interest.
- Following all applicable federal, state, and local laws, as well as CARF requirements and BCI policies.
- Using resources, assets, and information responsibly.
- Using restricted funds only for their intended purpose and preventing waste or fraud.
- Promptly reporting violations of this Code of Ethics to the Corporate Compliance Officer or Leadership Team.

Service Delivery

We commit to:

- Avoiding conflicts of interest and arranging alternative services when needed.
- Prohibiting the exchange of gifts, money, or gratuities between staff and participants.
- Maintaining professional boundaries while treating everyone with friendliness and respect.
- Treating all employees and participants equally, regardless of race, color, religion, national origin, disability, age, sex, or any other protected characteristic.
- Keeping all individual information confidential according to applicable laws and CARF requirements.
- Strictly prohibiting abuse, neglect, exploitation, and harassment. Everyone has the right to report violations and to have a confidential investigation conducted.
- Use the following questions to guide our actions when providing supports to those we serve:

  - Do my actions promote self-esteem, demonstrate empathy, and include individual input?

Conflict of Interest

We will not:

- Take part in any relationship or activity that could impair our ability to act in BCI’s best interests.
- Use BCI property or information for personal gain.
- Give or receive gifts or business courtesies that violate laws or BCI policies.

Organizational and Personal Fundraising

BCI occasionally runs fundraisers to support employment programs and events. Participating in these fundraisers is your choice — it is never required. Personal fundraising is not allowed.

Confidentiality

BCI's operational, financial, and participant information must be kept confidential. You may only share confidential information when authorized by an executive or required by law. This includes:

- Protecting proprietary and confidential information from unauthorized use or disclosure.
- Keeping all participant information private. Participants must give written permission before their information is shared.
- Returning all confidential information to BCI when your employment ends.
- Storing confidential materials in locked files at the end of each day.
- Protecting electronic files with passwords and only using BCI networks for work purposes.

Violating this policy may result in disciplinary action, up to and including termination.

Cultural Competency, Diversity, Equity, and Inclusion

BCI is committed to recognizing, valuing, and respecting every individual. We work to eliminate barriers to employment and provide equal opportunity to all people, regardless of race, color, national origin, gender identity, religion, age, disability, sexual orientation, financial status, or any other protected characteristic.

Our commitments include:

- We hire and support staff and board members who represent a variety of backgrounds and can communicate across cultures. Discrimination is never tolerated.
- Interpreter and translation services are available to any participant, employee, or stakeholder upon request. Other accommodations are made on an individual basis.
- We provide thorough, ongoing cultural competency training to all employees, participants, and board members.
- We actively recruit a diverse workforce and evaluate our services to ensure respectful, individualized support.
- All staff members are responsible for promoting BCI's values and ethics and to be a role model for employees, clients, and volunteers.

Grievance and Complaint Resolution

We want to address your concerns promptly and fairly. Please use this process before seeking outside help:

- Talk to your direct supervisor first.
- If the issue is not resolved, submit a written grievance to your department manager or HR by letter or email. Include details, dates, location, and your suggested resolution. If you need assistance with writing your grievance, please reach out to any member of management at BCI or a trusted external resource.
- Within five business days, a manager will meet with you to discuss your complaint.
- If you are still unsatisfied, submit a written grievance to the Director of Human Resources. You will receive a response within five days.
- If HR is the subject of your complaint, submit it directly to the CEO.
- If no resolution is reached, the complaint may go to an outside agency for mediation or arbitration.

You can also submit an anonymous grievance through BCI’s website under “Contact Us.” No one will face retaliation for filing a complaint in good faith.

Professional Conduct

Equal Opportunity and Non-Discrimination

BCI is an equal opportunity employer. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected category. This applies to hiring, promotions, pay, training, benefits, and all other aspects of employment.

BCI also prohibits retaliation against anyone who reports discrimination or participates in an investigation. If you witness or experience discrimination, report it to your supervisor or HR.

Harassment-Free Workplace

BCI does not allow harassment of any kind. This includes sexual harassment and harassment based on race, color, sex, sexual orientation, gender identity, religion, national origin, age, or disability.

Sexual harassment includes unwanted conduct that creates a hostile, offensive, or intimidating work environment. Examples include:

- Unwelcome sexual advances or touching
- Sexual jokes, comments, or gestures
- Displaying sexual images or objects
- Sending sexually explicit emails, texts, or images
- Commenting on someone’s body or sexual activity

If you believe you have been harassed, you can report it verbally or in writing to the Director of HR or your supervisor. We will investigate promptly and confidentially. Retaliation for reporting harassment is strictly prohibited.

Workplace Violence

BCI does not allow threats, intimidation, or acts of violence of any kind — at our facilities or anywhere BCI business is conducted.

Weapons of any kind (including firearms, knives, or explosives) are prohibited on BCI property or in vehicles on BCI property. Anyone aware of a violation must report it to management or HR immediately. Call 911 in an emergency.

Misconduct

Certain actions may result in immediate termination. These include, but are not limited to:

- Refusing to carry out assigned job duties (gross insubordination)
- Deliberately damaging BCI or employee property
- Fighting, threats, or abusive language on BCI premises or at BCI events
- Unauthorized disclosure of confidential information
- Falsifying records or documents
- Misusing or stealing BCI funds, property, or assets

- Stealing from BCI, employees, or participants
- Having weapons on BCI premises
- Using, possessing, or selling illegal drugs at work
- Being under the influence of alcohol or drugs at work
- Discriminating against or retaliating against any employee
- Sleeping on the job or leaving without authorization
- Causing an accident due to negligence or unsafe behavior
- Failing to follow safety rules
- Being convicted of a crime that affects your ability to perform your job safely

All reports of misconduct are documented, and a copy of the report is provided to the employee/their guardian. Depending on the severity of the misconduct, disciplinary action may include a verbal warning, a written warning, suspension, a team meeting, or termination.

Abuse and Neglect

BCI strictly prohibits all forms of mistreatment. Here is what these terms mean:

- **Abuse:** Any intentional or reckless act (or failure to act) that causes or is likely to cause harm to a person.
- **Neglect:** Failing to provide necessary goods or services to keep someone safe and well.
- **Exploitation:** Taking unfair advantage of someone's physical or financial resources through coercion, deception, or undue influence.

All BCI staff are mandated reporters. If you see or suspect abuse, neglect, or exploitation, report it immediately to your Department Director or HR. We will investigate fully. Failing to report can result in disciplinary action or criminal prosecution.

Recognitions and Awards

BCI recognizes all of its team members for their outstanding work. When individuals go above and beyond, there are multiple methods to share these successes, such as "shout outs" at huddle, "Magic Moments" on social media, Positive Incident reports, iPraise awards, and employees of the month/year.

Satisfaction Surveys

At least once a year, BCI will send you a survey to share your feedback about our services and environment. We encourage you to share your thoughts anytime throughout the year.

Substance Abuse and Drug-Free Workplace

BCI is committed to a safe, drug-free workplace. This policy applies to all employees.

You must report to work free of illegal drugs, alcohol, synthetic drugs, or marijuana (unless medically prescribed). If you take prescription or over-the-counter medication, check with your doctor or

pharmacist about whether it affects your ability to work safely. If it does, let your supervisor know about any work restrictions.

Work Rules

While working, on BCI property, or driving for BCI, you may not:

- Use, possess, buy, sell, or distribute illegal drugs or controlled substances
- Be under the influence of alcohol or illegal drugs
- Test positive for alcohol, illegal drugs, or controlled substances

Required Testing

BCI may require drug or alcohol testing in the following situations:

- **Reasonable Suspicion:** If a supervisor observes signs that you may be under the influence (such as changes in appearance, speech, or behavior), you may be asked to take a test. HR must be consulted first.
- **Post-Accident:** If you are involved in an accident that causes injury or significant property damage, testing must generally occur within two hours.

Consequences

If you test positive, refuse to be tested, or violate this policy, you may be terminated. You will be suspended without pay while waiting for results. If results are negative, you will receive back pay. A meeting with HR and management will follow the results.

Privacy

BCI keeps your personal information confidential. We collect personal data only as needed for HR administration. If your personal information changes (address, phone, emergency contact), please notify HR or your program department right away. You may review your personnel file by contacting your program Director or HR.

Your Rights

You have the right to:

- Work in a safe environment.
- Be treated with dignity and respect at all times.
- Receive services in the least restrictive environment.
- Choose which services you receive and what employment goals you work toward.
- Be free from abuse, neglect, exploitation, and harassment.
- Access information in your file.
- Privacy: your information is kept confidential and may only be shared with your written permission (with limited exceptions for funding, auditing, law enforcement, and accreditation reviews).
- Privacy in restrooms and BCI facilities.

- Be free from restraints (restraints may only be used in emergencies to prevent harm, and local authorities will be called).
- Informed consent: to understand your options before decisions are made.
- Access resources, legal referrals, and advocacy support.
- Be free from involuntary servitude. You will be paid fairly in compliance with the law.
- Not be placed in a position with a company that is on strike.
- Be free from unnecessary medication. BCI does not administer, hold, or dispense medication. You are responsible for taking your own medication as prescribed.

Organizational Employment (OES) Program

Program Purpose

OES gives people with disabilities the opportunity to work at BCI's facilities in St. Peters or Moscow Mills. Work includes packaging and assembly jobs, which may be self-paced (bench work) or line-paced (on a conveyor belt).

Every employee is assigned Employment Support Specialists (ESS) who work with you based on your individual needs. Through regular training and assessments, we help each person succeed.

Who Can Join (Admission Criteria)

OES is open to all qualified individuals regardless of race, color, religion, gender, national origin, age, or any other protected characteristic. To be eligible, you must:

- Be 18 years of age or older
- Have a documented developmental or intellectual disability
- Be able and willing to work at a minimum of 10% of the established productivity rate in repetitive packaging and assembly tasks
- Be independent in self-care needs (toileting, mobility, and taking your own medications)
- Have no aggressive behaviors toward others or yourself
- Be able to follow safety rules
- Have seizures controlled with prescribed medication

All employees will be required to provide proof of work eligibility and identification, and to complete a government-issued Form I-9. Additionally, all employees will complete a pre-employment background check.

Staff Qualifications

Our team is trained and qualified to support you. Here is what you can expect:

- All Employment Support Specialists hold a Bachelor's Degree in a Human Services field
- All direct support staff receive ongoing safety and professional development training
- All direct support staff are MANDT Certified
- First Responder staff are CPR/First Aid Certified
- All BCI staff undergo a background check and Family Care Safety Registry (FCSR) screening
- All staff follow the procedures and policies of our funding agencies

Your ESS team works with you on the floor most of the day. They will respond to emails and calls as soon as possible. For urgent needs, the St. Peters department cell phone is: 636-541-0436.

How to Apply (Accessing Services)

If you meet the admission criteria, you can apply for OES at BCI. Applications are accepted in person or online at boonecenter.com (look under the “Jobs” tab for current openings).

After reviewing your application, we will call you to schedule an interview. The interview has two parts: a conversation and a brief on-the-floor skills assessment. If you wish to move forward, you will take home paperwork to complete and return.

Once your paperwork is received and a decision is made, you will receive either an offer of employment or a notification letter. If you accept, an in-processing meeting will be scheduled.

Rehire

If a former employee is rehired, the employee’s service time will be bridged if the rehired employee’s break in service is less than 180 days. If the break in service exceeds 180 days, the rehired employee is considered a new employee and subject to all pre-employment criteria. There is no guarantee of being rehired at the same rate of pay.

In-Processing (Intake)

Before you start work, you must attend an in-processing meeting. This meeting covers:

- Reviewing this handbook
- Signing required forms
- Discussing your benefits

After this meeting, a background check will be completed. Once results are received, we will set a mutually agreed-upon start date. All job offers depend on a clear background check.

Leaving the Program (Discharge)

You may leave OES in the following ways:

- Transferring to another BCI employment program
- Voluntarily resigning
- Termination, which may occur for reasons including: no longer meeting admission criteria, excessive absences, misconduct, theft, harassment, damaging company property, or drug/alcohol possession at work. Those terminated with gross misconduct must wait 6 months to be eligible to apply.

Work Schedule

The OES work week is 29 hours:

- Monday–Thursday: 8:30 AM to 3:00 PM (30-minute lunch, 15-minute afternoon break)
- Friday: 8:30 AM to 2:00 PM (40-minute lunch, no afternoon break)

There are three lunch periods (in St. Peters). Your supervisor will tell you daily which lunch period your line is on. Lunch times may vary depending on the production line. You are encouraged to bring your lunch. OES employees may not leave BCI premises during lunch or breaks.

Extra Innings

Extra Innings is a paid program that gives you structured time before and after work. It may be helpful if your family has difficulty coordinating transportation around the six-hour workday.

- You can arrive up to 1 hour before work.
- You can stay up to 1.5 hours after work.

Ask an ESS for the fee and participation information.

Drop-Off and Pick-Up

Arrival Times

- Do not arrive before 8:00 AM. Stay in your vehicle until BCI staff open the entry doors.
- The workday starts at 8:30 AM. There is a 7-minute grace period.
- After 8:38 AM, entry is no longer allowed, and you will be turned away.

Dismissal Times

- The circle drive opens 30 minutes before the end of the workday.
- Pick-up should happen by 3:15 PM (Monday–Thursday) or 2:15 PM (Friday).
- If you remain at BCI past 3:30 PM (Monday–Thursday) or 2:30 PM (Friday), an emergency Extra Innings fee will apply.

Pick-Up and Drop-Off Procedures

Lincoln County: The circle drive has two lanes — one for transportation providers (closest to the building) and one for private drivers. Do not block the crosswalk or traffic on the main road.

St. Peters — Morning Drop-Off (One Lane):

- Line up around Trade Center Drive for a left turn into one lane of the circle drive.
- Pull all the way forward. Employees exit from the right and use the sidewalk to enter.
- Exit the circle drive to the right.

St. Peters — Afternoon Pick-Up (Two Lanes):

- Line up around Trade Center Drive for a left turn into the circle drive.
- Pull forward until both lanes are full, then cones will be placed at both ends.
- Employees will be called out to their cars.
- When all cars are loaded, staff remove cones and signal cars to exit.
- The next group of cars will then enter.

Important Reminders:

- The accessibility side door is for wheelchair and walker users only.

- Do not park in the lot unless authorized.
- Drivers should not enter the building.
- Always exit the circle drive to the right.
- Follow the directions of BCI staff at all times.

Wages and Pay

Special Minimum Wage Certificate

BCI is authorized by the Department of Labor to pay commensurate wages under the 14 (c) exemption from the Fair Labor Standards Act. This means your pay is based on how fast and accurately you work compared to the established rate.

BCI reviews your productivity at least every six months. Your pay may go up or down based on the results. BCI also conducts an annual prevailing wage survey to set the base for wage calculations.

Paychecks

You are paid every two weeks (biweekly). BCI uses ADP as its payroll system. Direct deposit to a bank account is required. You can view your pay stubs and PTO balance in the ADP online portal. Contact HR at 636-875-5219 to set up your ADP account.

You will be assigned a time card to clock in and out each day. Your ESS will show you how to use the time clock. You must clock in and out each day to be paid correctly.

Social Security

It is your responsibility to notify the Social Security office of your employment. BCI can share wage information with Social Security if you have provided written authorization.

Probationary Period

Your first 30 days at BCI are your probationary period. During this time, we will:

- Help you learn BCI’s structure, policies, and environment
- Monitor your attendance, cooperation, and work ethic
- Conduct time studies to calculate your actual productivity and set your accurate pay rate

Your starting pay is an estimate based on your interview. Time studies during the probationary period determine your real rate:

- If your actual rate is lower than your starting pay, your pay will be adjusted after the probationary period.
- If your actual rate is higher, your pay will increase and you will be paid the difference retroactively from your hire date.

At the end of your probationary period, you will meet with an ESS to set your employment goals and discuss your results. Time studies will continue at least every six months.

BCI may end your employment if the probationary period is unsuccessful. If you need additional support, BCI may extend the probationary period.

Positive Behavior Supports (PBS)

BCI provides ongoing Positive Behavior Supports to help all employees maintain and grow their work skills. Your ESS team creates work goals, teaches new skills, and helps you reach your potential through positive strategies. Production Supervisors also provide direct support on the work floor.

Training

We hold monthly safety training to keep our workplace safe. These trainings are required and take place during your regular hours in the break room.

Assistive Technology and Accommodations

We work to make the workplace accessible to everyone. If you have a suggestion or need an accommodation, please speak with an ESS. We will do our best to help, as long as safety is not compromised.

Your Responsibilities

- Conduct yourself appropriately for a work environment.
- Follow all BCI rules and policies.
- Actively participate in developing your employment plan with the BCI team.
- Treat others and their property with respect.
- Take your medication as prescribed and inform BCI of any medical changes.
- Pay attention and participate in all safety meetings.
- Let BCI know about any absences or changes to your personal information (address, phone number, etc.).
- Accept responsibility for your decisions and work toward growth by following staff recommendations.

BCI’s Responsibilities

- Treat you with dignity and respect at all times.
- Support you in reaching your employment goals.
- Provide ongoing training for your growth.
- Provide meaningful employment.
- Work to remove barriers to your success.
- Connect you to outside resources when needed.
- Follow all safety guidelines and applicable laws.
- Keep thorough documentation of your supports and services.

- Abide by our Code of Ethics.

Transfers and Advancements

Transfers

If you move to a new address, you may be eligible to transfer to BCI's other production facility. Transfers keep your current employment status and benefits. Talk to your ESS if you are interested.

Advancements

You can advance through BCI's 39ers program, which offers a 36.5-hour work week with full benefits. You may also advance to a staff line worker or other positions. BCI also supports employees who want to move to competitive employment outside of BCI — our Competitive Employment and Skills Center teams can help.

All advancement opportunities depend on current job openings, course availability, and your work performance.

Sample Day at BCI

- 8:00–8:25 AM — Arrive at BCI. Check the scheduling board for your job assignment. Put away personal belongings, put on your PPE, and gather what you need. Clock in.
- 8:25 AM — The bell rings to signal the start of the day. Head to the production floor.
- 8:30 AM — Turn in your ID badge to your line supervisor. Wait for your job tasks and begin work.
- 10:40 AM–12:20 PM — Enjoy your 30-minute lunch break in the breakroom or outdoor eating area. (On Fridays, lunch runs 10:30 AM–12:40 PM and lasts 40 minutes.)
- 1:00–1:55 PM — A 15-minute afternoon break will occur. Use this time to eat a snack, use the restroom, or socialize. (No afternoon break on Fridays.)
- 2:45 PM — Dismissals begin in St. Peters (2:55 PM at Lincoln County). Clock out, put your ID badge and PPE in your locker, and wait to be called for dismissal. (Fridays: dismissals start at 1:45 PM.)

Program Goals and Outcomes

Our goals for your time at BCI include:

- Maintaining or advancing your employment at BCI or transitioning to a job in the community.
- Maintaining and building your job skills in a structured, supportive environment.
- Encouraging independence by helping you overcome employment-related barriers.
- Helping you achieve your potential and find meaningful work.

Individual Work Plan

Your ESS will sit down with you to discuss your employment goals. Progress toward those goals will be tracked, and you will receive an annual report with your performance review. If your goal is competitive

employment, we can refer you to BCI’s Vocational Training or Competitive Employment Programs, or to Vocational Rehabilitation.

Attendance and Paid Time Off (PTO)

BCI believes everyone needs time to rest. All employees earn Paid Time Off (PTO), which covers both vacation and sick time.

You cannot use PTO after you submit your notice of resignation.

> For a personal Leave of Absence or FMLA, please speak with your ESS or the HR department.

How Much PTO You Earn

Your PTO is based on how long you have worked at BCI and how many hours per week you are scheduled to work. PTO is accrued with each paycheck.

Years at BCI	30–40 hrs/week	29 hrs/week	18–28 hrs/week
0–4 years	128 hours (4.93/check)	58 hours (2.24/check)	56 hours (2.15/check)
5–9 years	168 hours (6.47/check)	87 hours (3.35/check)	72 hours (2.77/check)
10+ years	208 hours (8.0/check)	116 hours (4.47/check)	96 hours (3.69/check)

When you reach 5 or 10 years of service, you will receive an additional PTO bonus within that anniversary year.

Available PTO will be applied for time off work.

How to Request PTO

Submit a request at boonecenter.com (scroll to the bottom for the OES Time Off Request Form). Paper copies are also available in the break room.

How to Call in Sick

If you are sick or cannot come to work, call as soon as possible. Your PTO will automatically be applied for an absence.

- Call 636-978-4300
- Press 3 (to report an absence)
- Press 1 (St. Peters) or 2 (Lincoln County)
- Leave a message with the details of your absence

> If you miss three consecutive days due to illness, you will need a doctor’s note to return to work.

Half-Day Policy (Doctor’s Appointments)

Half-days are available for doctor’s appointments only:

- Morning appointment: Take a half-day for the morning (using PTO) and arrive at BCI by 11:30 AM.
- Afternoon appointment: Arrive on time and leave at 11:30 AM.

Half-days are limited to four people per day and must be requested at least one week in advance. Requests that don't meet these criteria will be denied.

Cashing Out PTO

During the month of your hire anniversary, you may request a payout of unused PTO up to one week's worth of your regular hours. Submit your request in writing to HR. The payout will be based on your current pay rate and included in the next scheduled paycheck.

Carrying Over PTO

You may carry over up to 80 hours of unused PTO to the next year. This happens automatically on your anniversary date. Any unused hours beyond 80 will be forfeited.

Holidays

BCI observes nine paid holidays each year. A holiday schedule is shared at the start of each year. The holidays are:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

To receive holiday pay, you must work the full day before and the full day after the holiday (or have pre-approved PTO). Calling in before or after a holiday will result in you forfeiting that holiday pay. Employees not regularly scheduled to work on a holiday will not receive holiday pay.

View upcoming holiday closures at boonecenter.com/events-calendar/.

Funeral Leave

If an immediate family member passes away, you may take up to three paid workdays to attend the funeral or handle related matters.

Immediate family includes: spouse, children/stepchildren, parents/stepparents, spouse's parents, siblings/stepsiblings, grandparents, grandchildren, and sons/daughters-in-law.

If you need more time or want to attend a funeral for someone not on this list, you may use PTO or unpaid time.

Excessive Absences

Every employee matters. If absences become frequent, BCI uses the following process to support you:

- **1st Discussion:** Verbal warning
- **2nd Discussion:** Written feedback and warning
- **3rd Discussion:** Team meeting
- **4th Discussion:** Termination

BCI may use discretion when absences are due to ongoing medical issues. A doctor's note may excuse an absence, but if this seems to be misused, BCI may recommend a Leave of Absence or resignation.

Communication is key. Please let us know about any absences as early as possible.

In the event that you miss work and do not notify BCI of the absence, this is called a "No Call/No Show". If you have 3 No Call/No Shows, that is considered job abandonment.

Health and Safety

Dress Code

You are expected to dress appropriately for a work environment. Jeans, T-shirts, and comfortable closed-toe tennis shoes are ideal.

The following items are NOT allowed for safety reasons:

- Ripped, dirty, or foul-smelling clothing
- Dresses or skirts
- Loose or flowing clothing
- Dangling jewelry
- Open-toe or open-heel shoes
- Spaghetti straps, halter tops, tube tops, or crop tops (abdomen and back must be covered)
- Muscle shirts or revealing clothing
- Clothing with offensive words, images, or logos
- Long unsecured strings or ties (including hoodie strings)
- Form-fitting pants not covered by a top reaching at least mid-thigh
- Shorts above the knee
- Hair that is shoulder-length or longer must be tied back

Employees are encouraged to keep a change of clothing in their locker. If you violate the dress code, you may be asked to change or sent home for the day. BCI is a climate-controlled facility. However, some people who are typically warm may want to bring an extra T-shirt. Those who are typically cold may want to bring a jacket.

Safety Requirements

All employees must report any accident, injury, or safety concern to a staff member right away. We recognize those who bring safety concerns to our attention through the Safety Spotlight program.

Minor Accidents and Injuries

BCI staff can provide first aid for minor injuries like cuts, scrapes, burns, bug bites, splinters, or nosebleeds. BCI provides workers' compensation insurance for all employees. BCI pays the full cost of this coverage. In the event of a work-related injury or illness, employees must contact their supervisor immediately.

Seizures

Seizures must be under control before you can work at BCI. Before you start, you will complete a seizure form describing your seizures and how to care for you if one occurs.

BCI will call 911 if a seizure lasts more than 4 minutes, is unusual for you, or causes serious injury. If you have two seizures in one day, you will be sent home.

Medical Emergencies

In any medical emergency, BCI will call 911 and notify your emergency contacts. All notable accidents, incidents, and seizures will be documented, and a written copy will be sent home within 24 hours.

Emergency Drills

BCI regularly conducts emergency drills for fire, tornado, earthquake, intruder, and bomb threats. You are required to participate and follow the appropriate procedures.

Illness

Please stay home (or you may be sent home) if you have any of the following:

- Fever of 100.4°F or higher (you may return 24 hours after being fever-free without medication)
- Vomiting or diarrhea
- Pink eye (conjunctivitis)
- A new or unknown rash
- Head lice
- Chicken pox

Infection Control Policy

BCI adheres to an infection control policy that includes: continuous training for employees, a notification protocol for stakeholders in the event of adverse conditions, and an adequately trained first responder team.

Cell Phone Use

Cell phone use is prohibited for your safety on the work floor. Limit phone usage to breaks and lunch times only.

Personal Protective Equipment (PPE)

BCI provides all tools and PPE you need to work safely. Depending on your job, you may need to wear gloves, safety glasses, or a safety vest. Other available items include sleeve guards, earbuds, aprons, shoe covers, and thumb guards.

Lincoln County is a Safe Quality Foods (SQF) facility. More PPE is required there, including beard guards, hairnets, and aprons. No jewelry is allowed, and excellent hygiene is required.

> Box cutters are considered weapons and may not be brought to work.

Building Security

BCI uses security cameras at both locations to protect employee safety and company property.

The circle drive and side entry doors are locked and alarmed after morning arrivals and remain so until afternoon dismissals. If you need to pick up an employee outside of scheduled times, please use the main entrance and check in with the receptionist.

Medications

BCI does not administer medications. However, if you have a minor ache or pain, we can provide non-aspirin (325mg) with your signed consent.

You may keep your own medication with your belongings and take it yourself. You must be independent in managing your medications. BCI's drug and alcohol policy applies to prescription medications, and sharing medication is never allowed.

Physical Requirements and Work Environment

While working at BCI, you will regularly need to walk, stand, reach, balance, stoop, kneel, or crouch. You may occasionally need to sit or push buttons. You may need to lift or move items up to 30 pounds.

The work environment involves moving machinery. There may occasionally be exposure to fumes or particles. Noise levels are generally moderate.

> Reasonable accommodations can be made to help individuals with disabilities perform their job duties.

Work Environment

Communication

It is very important that we always have your current contact information. Please keep your phone number, emergency contacts, and email address up to date with BCI.

By default, you and your emergency contacts will be subscribed to BCI's monthly newsletter, company emails, and club texts. You may unsubscribe, but doing so may limit your access to urgent work-related information.

Relationships at Work

One of the great things about working at BCI is building friendships and a positive social network. We encourage healthy relationships with coworkers and staff.

However, for everyone's safety, romantic relationships between coworkers are strongly discouraged, and romantic relationships between employees and staff members are not allowed. If you're unsure whether someone is considered a staff member, ask your ESS.

Closures

If BCI closes due to bad weather, you will receive a text or email (if you have opted into BCI communications). You can also check KSDK Channel 5 or BCI's Facebook page for updates.

Newsletters

BCI sends a monthly OES newsletter to all opted-in email addresses. Printed copies are available in the break rooms.

Social Media

Follow BCI on Facebook (https://www.facebook.com/boonecenterinc) and LinkedIn (https://www.linkedin.com/company/boone-center-inc./) to stay up to date on news and events.

Be responsible. The best advice is to approach online worlds in the same way we do the physical one – by using sound judgment and common sense, by adhering to BCIs values and by following BCIs workplace policies and procedures.

Break Room

Vending machines sell sodas, sandwiches, and snacks. Prices vary. Machines accept cash, coins, and credit cards. Staff cannot make change for large bills, so please plan ahead.

Microwaves and refrigerators are available for your use. You are expected to independently operate the microwave. If you cannot safely use a microwave, please bring a non-microwavable lunch option.

Lockers

You will be assigned your own locker. You may keep a lock on it.

- Keep your locker clean.
- Do not keep open food or drinks in your locker.
- Valuables are best kept at home.
- BCI reserves the right to open lockers at any time without prior notice.

If you lose your key and cannot open your locker, BCI will cut the lock off.

Borrowing

For everyone's safety, employees may not exchange items with one another. This includes money, food, medication, or personal belongings. If you need something, please speak with an ESS.

Dietary Restrictions

Vending machines and BCI events (including celebrations and lunches) are available to everyone. Vending vouchers may be given as awards or recognition.

> BCI can monitor dietary restrictions upon request, but cannot guarantee or be responsible for what individuals choose to eat or drink. Employees must manage their own dietary needs independently.

Events

BCI hosts events throughout the year to build a positive workplace atmosphere. Events usually occur during the workday, but some may take place offsite. Participation is always voluntary.

Annual Paperwork

Each year, you will receive a packet of forms to update, including releases and other required documents. Throughout the year, please update BCI whenever your address, contact information, or medical information changes.

Benefits

BCI offers a benefits package to protect your health and well-being. All employees working 18 or more hours per week are eligible. Benefits begin on the first day of the month after 60 days of employment.

Benefits include:

- Vision insurance
- Dental insurance
- Voluntary life insurance
- Accident Plan
- Medical (must average 30 plus hours per week)

Benefits received upon hire:

- Holiday Pay
- Paid Time Off
- 403(b) retirement plan

When employees or their enrolled dependents are no longer eligible for regular coverage under BCI's health, dental and vision insurance plans, they may be eligible for continued coverage if they pay the monthly premium for the coverage. This is guaranteed to employees under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Contact HR for questions about benefits, eligibility, or open enrollment: 636-875-5219.

We also work to create a fulfilling workplace beyond the daily job. We celebrate holidays, work anniversaries, retirements, and many other milestones. Employees are recognized through monthly and annual awards, as well as special incentives.

Acknowledgment of Receipt

Please sign and return this page to confirm that you have received, read, and understood the BCI OES Employee Handbook. By signing, you agree to follow the policies and guidelines described in this handbook.

BCI continually reviews its policies, procedures, and benefits. They have changed and will change. BCI reserves the right to change this handbook or make appropriate revisions, additions, or corrections.

Employee Name (Print): _____

Employee Signature: _____

Date: _____

Please return this signed page to your ESS or the HR department.