

**RULES AND REGULATIONS FOR COMMUNITY SERVICE WORKERS
HUMANE SOCIETY OF NORTHEAST GEORGIA**

COMMUNITY SERVICE (CS) WORKER: _____

(Please print legibly. If we cannot read your name, we cannot verify your hours.)

You must be **at least 18 years old** to perform community service at this facility.

DRESS CODE & CONDUCT:

- Clothing must not have any drug or alcohol related or other offensive messaging, whether stated or implied. Pants' waistband must be worn at the waist; no underwear may be exposed.
- No low cut or sleeveless blouses/shirts. Blouse/shirt must tuck into pants or be long enough to cover the waist at all times while lifting/bending. Shorts can be no shorter than just above the knees.
- Assigned CS badge must be visible at all times.
- No hats/head coverings unless working outside.
- No flip flops or sandals. Closed-toe shoes must completely cover feet at all times.
- No loitering or excessive conversation with staff, volunteers, or other CS workers.
- CS workers are not permitted behind any counters and must remain in authorized areas only.
- HSNEGA is not responsible for lost, stolen or damaged property.
- **NO CELL PHONES ALLOWED.** Unauthorized use of a phone will constitute loss of hours and refusal of future CS work. Cell Phones must be left in your car or given to HSNEGA personal at time of check-in. *If you are caught with a cell phone after check in, you will be asked to leave and any time you have worked will not count.*
- HSNEGA phones are only to be used only with permission of a supervisor.
- No visitors while performing CS hours.
- No touching the animals. Antagonizing or abusing HSNEGA animals will not be tolerated. Such actions will result in immediate contact with the Probation Officer and criminal charges being filed.
- No horseplay or reckless behavior is allowed at any time. All materials must be properly handled.
- No tobacco products of any kind are permitted. This includes, but is not limited to, vaping, dip, and e-cigs.
- Vehicles must be parked in the upper parking lot.

WORK REGULATIONS & REQUIREMENTS:

- Report for work Monday – Friday at **8:00** a.m. and Saturday – Sunday at 9:00 am. Late arrivals may be turned away. At the discretion of the supervisor, HSNEGA may accept mid-day arrivals between 11:30 and 1:30 p.m.
- A **minimum of four (4) hours per day** is required with the option of working a maximum of ten (10) hours.
- CS workers are to remain in the building at all times (including breaks and lunch) unless assisting an HSNEGA employee outside or offsite.
- Breaks and Lunches:
 - **Notify supervisor prior to taking any break.**
 - CS workers must bring their lunch/snacks/drinks and eat in the building.
 - Breaks and lunches:
 - Working four hours – No breaks
 - Working six hours – One 15 minute break
 - Working eight hours – One 15 minute break and 30 minute lunch
 - Working ten hours – Two 15 minute breaks and 30 minute lunch
- Work assignments are not open for discussion. You must perform the assigned duty or leave.
- CS workers may not leave their assigned work area for any reason without permission from the supervisor.

- CS workers are **not allowed in Areas A-F** and no supplies or equipment should be removed from these areas.
- CS workers must sign out if leaving the premises. **Failure to sign out will result in forfeiture of hours.**
- HSNEGA reserves the right to terminate any arrangement for community service if the worker is in any way unproductive, disruptive, or in violation of this agreement.

TIME AND ATTENDANCE PAPERWORK:

- **Maintaining mandatory Community Service Time Log is the sole responsibility of the CS worker.** This includes, but is not limited to, obtaining the required signatures from the designated HSNEGA staff verifying hours/attendance daily.
- Upon arrival, check in with the supervisor. An HSNEGA team member will sign you in on the appropriate HSNEGA log. This sign in log is separate and in addition to the Community Service Time Log the CS worker is required to keep.
- Upon leaving, sign out with the supervisor. Have the supervisor sign off on the Community Service Time Log verifying the hours. **Failure to sign out will result in forfeiture of hours.**
- Once the CS hours are complete, the supervisor can provide a final signature for the worker’s Community Service Time Log.
- If, in addition to the Community Service Time Log, formal verification of hours is needed, **a minimum of ONE WEEK’s advance notice is required.** Requests made less than one week in advance are not guaranteed and may not be fulfilled.
- Should a CS worker misplace their paperwork, there is a minimum charge of \$25 to reconstruct CS hours worked. There is no guarantee that the hours can be reconstructed. The CS worker must provide an approximation of the dates worked, along with the total hours worked, in order for the hours to be reconstructed. The only record kept at HSNEGA is the sign in/sign out on the daily HSNEGA log. This log is kept as a courtesy and HSNEGA is not required to provide this service.

All CS workers will be treated with respect by HSNEGA staff at all times and CS workers are required to treat the HSNEGA staff with respect at all times.

CS workers are required to perform all tasks assigned to them during their time with HSNEGA without complaint or criticism. If a CS worker has a complaint or grievance, they must report any issues to the HSNEGA supervisor.

If the CS worker fails to comply with any of the steps listed above, HSNEGA cannot guarantee that community service hours will be verified. HSNEGA reserves the right to terminate any arrangement for community service if the worker is in any way unproductive, disruptive, or in violation of this agreement.

By signing below, you indicate that you are at least 18 years old, have read, agree with and will comply with all aspects of the HSNEGA Community Service Worker Rules and Regulations.

I am serving Community Service due to the following charge(s): _____

CS Worker Signature: _____

Date: _____

HSNEGA Employee: _____

Date: _____