

## Paws Humane: Community Service Rules and Regulations

1. Hours of service are Everyday (Sunday through Saturday 7am-12pm). There will also be two open spots from 12-5 available Monday through Friday. The afternoon spots will be a on a first come first serve basis. Phones calls made to Paws Humane asking if there are any open spots that day will not be answered. Staff reserve the right to turn you away if you are late.
  - **If you leave early, you will not get credit for hours worked that day.**
  - **If you are asked to leave before fulfilling the required time, you will not get credit for hours worked that day.**
2. **Dress Code:** NO open toed shoes, NO clothing that exposes your stomach or tank tops, NO short shorts, NO Hats or Bandanas, NO ripped or offensive clothes. Pants must be worn around the waist, and all tattoos must be covered. You will get dirty. You will get wet. If you have rain boots, you are more than welcome to wear them.
3. Upon arriving, you must sign in on the Community Service clip board and have a staff member sign you in on your time log. You will be assigned to a work area and given a vest to wear. This vest must be worn at all times.
4. NO smoking, eating, drinking, 'chattin', etc, unless you are on a break.
  - **Absolutely no cell phones are permitted in the building while working**
  - **You must always ask before taking a break.**
5. Lunch and Break Rules
  - 30 minute lunch breaks are required if you are working a full day (7am-4pm)
  - You must sign in and out at the front desk.
  - Working 7am-12pm, you will only receive one 10 minute break.
6. No Profanity!
7. Stay Busy! There will be a list of needs in your assigned area. Make sure ALL are completed correctly. There is always something that needs to be done, so ask an employee if you are unsure. The staff must know where you are at all times.
8. Be courteous at all times to the customers and animals. If you are approached with a question, inform them that you will find an employee to assist them.
  - Absolutely no answering questions or giving information to customers or potential adopters! Always, direct them to a staff member.**

**\*\* If you have any allergies or you have a fear of the animals, we will not be able to let you fulfill your hours at Paws Humane. There are multiple departments in the shelter and each one will have you working with cats and/or dogs \*\***

**If you fail to follow and obey these rules and regulations, you will be asked to leave and not return in the future. You will only be given one warning if there is an issue. We will report any problems to your probation officer.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Paws Employee \_\_\_\_\_

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