



## Policy for Community Service at Public Works

1. **NO TOBACCO PRODUCTS AND NO CELL PHONES!** If you use tobacco products, cell phone or any unauthorized electronic device during working hours, you will be asked to leave and will not receive time worked.
2. Once you are issued a pink time recording sheet, you **must bring** it with you **every time** you work. If you do not have your pink sheet, you will not be allowed to work. If you lose your pink sheet, your probation officer must contact Public Works before you can work here again.
3. The work you will be doing is manual labor such as picking up trash, trimming trees, sweeping, carrying rocks, cleaning restrooms, and /or whatever needs to be done at the time. If you cannot perform these tasks safely, you may not be able to perform community service at this location.
4. For the safety of you and others, you must speak and understand the English language. You must also be able to hear and understand verbal instructions and warnings.
5. Shift Information:
  - a. The weekday shift is Monday through Friday, “first come, first serve” basis. Shift time is: 7:00 a.m. to 3:30 p.m.
  - b. The first time to work, you need to be here 10 minutes before the start of the shift and bring a **PHOTO ID** to complete sign in.
  - c. You must be on time or you will be asked to leave.
  - d. You must stay for the entire time of the shift or you will not get any credit for the time you put in.
  - e. The Saturday shift times are 7:00 a.m. to 3:30 p.m. We start scheduling on Tuesday before the weekend. If you signed up to work on the weekend but you do not show up, we will contact your Probation Officer and you will not be allowed to come back. If you are not able to report on the weekend as scheduled, you must call the office and leave a message before your scheduled time to work.

### 6. Dress Code:

T-shirts, jeans, tennis shoes or work boots and the supplied safety vest are the minimum requirements. **Provided Safety vest will be worn at all times.** You may want to bring appropriate dress for the weather, a hat to protect from the sun, sunglasses or eyewear, a jacket, bottled water, lunch that does NOT have to be in a refrigerator and **work gloves. We will not stop to get you lunch.** No tank tops, shorts, capri pants, sweat pants, torn or loose clothing, inappropriate tops or open toe shoes, i.e. sandals or flip-flops. Loose fitting clothing is a safety hazard. If you show up to work and are dressed inappropriately, you will not be allowed to work unless you change clothes before supervisor is prepared to leave.

7. If you do not agree with the policies or procedures during working hours and you refuse to work, you will be returned to Public Works and you will not receive any time worked. We have a strict "No Arguing" policy.

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

Rev4