

Community Service Agreement



_____ Name		_____ Referring Agency	
_____ Address		_____ Caseworker / P.O.	
_____ Phone (home)	_____ Phone (work)	_____ Caseworker Phone	
_____ Place of Employment		_____ Hours Required	_____ Due Date
_____ Emergency Contact	_____ Address	_____ Phone	

I understand that I am performing community service hours at Willamette Humane Society as required by the above agency. My work at the shelter may be terminated at any time for any reason including, but not limited to, inappropriate comments, poor attitude, unwillingness to perform services, untruthfulness in reporting time worked, unacceptable work performance, unreliable attendance. Absence from community service for 30 days, Showing any disrespect toward the animals and people we serve is also unacceptable and can be cause for termination.

I understand that my duties will primarily involve cleaning and will **not** include animal handling. Further, I understand I am not allowed to handle any animals. I am not permitted to remove any property from the shelter for any reason and will leave all equipment at the shelter at the end of my shift. I will dress appropriately and work in a friendly, cooperative and helpful manner.

I understand that during my community service I will not be permitted to foster any shelter animals. I will not be in authority to offer information or advice to shelter staff, public, or volunteers. I am here in a service capacity and will not be considered as a staff member. I will not use any information gained from the shelter for any professional gain and will not contact staff or volunteers outside of the shelter without expressed permission.

Signature

Date

Providing Compassionate Services to Pets and People

Community Service Information

1. You **must** have a court / school assignment or agency form in order to perform community service work at Willamette Humane Society. If you do not have this form you will not be eligible to work.
2. If you are 16 or older you may work at the shelter without a parent or guardian. We cannot accept workers less than 16 years of age.
3. Breaks may be earned, depending on how many hours you worked. Any less than four hours will not entitle you to a break. A shift of at least four hours will earn you a 10-minute break, which will be included in your community service time. Any shift over five and a half hours requires you, BY LAW, to take a 30-minute break; this does not count toward your community service hours. Working an eight hour shift entitles you to a second 10-minute break in the latter half of your shift. Supervisors must be notified of all breaks.
4. Questions about your duties need to be addressed by the supervisor on duty or the staff member you are assigned to work with.
5. Shelter information that is not available to the public is not available to you either.
6. When you arrive you need to find someone in uniform to sign you in. If you write on your time card your hours will not be counted and you will be asked to leave. Your reporting agency will be notified. You are responsible for making sure someone signs you in.
7. You are required to wear a smock (provided for you) while working.
8. If you are nearing the end of your community service hours, call the supervisor ahead so that we may get your time sheet ready for you. You may have a copy of your hours at any time prior to completion. Community service hours are reported by Willamette Humane Society to each referral agency at the beginning of every month.
9. Anyone with a history or current charge of animal cruelty or neglect is ineligible for community service work at Willamette Humane Society. We will also not accept you if you have been charged with theft.
10. When you complete your hours you may receive a copy of your time sheet and court/school referral forms. We will fax or mail copies to your caseworker and retain the original forms at the shelter.

Jobs you may be assigned:

- *Washing Dishes
- *Laundry
- *Unfolding Newspapers
- *Cleaning Kennels/Cages
- *General Cleaning
- *Disinfecting Animal Crates
- *Any Special Projects Needing Attention

Community Service Rules

1. If you are under 18 you are not permitted to smoke anywhere on the property.
2. Do not ask staff, volunteers or members of the public for cigarettes.
3. You must get approval from the supervisor before taking a break.
4. Do not assist the public or volunteers with animals or information. Get a staff member instead.
5. No personal calls without authorization from a supervisor.
6. No cell phones, pagers, headphones or other electronic equipment while on the clock.
7. Do not handle the animals, even if they seem friendly.
8. You are expected to keep busy; be working at all times. If you are standing around not on task you may be asked to leave.
9. You must follow the dress code (listed below).
10. No engaging in horseplay or other unsafe activities.
11. The computer system is strictly off limits to community service workers.
12. Absolutely no fraternizing with staff, volunteers, members of the public or other community service workers.

Community Service Dress Code

Acceptable

Plain t-shirts, no logos
Closed-toed tennis shoes
Long pants that fit
Tidy personal appearance
Shoes/Boots with non-marking soles
Small earrings

*Some tattoos may need to be covered if they are deemed offensive or inappropriate.

Not Acceptable

Oversized pants
Holes in clothing
Shorts
Tank tops
Facial piercing
Gang related clothing
Skirts / Dresses
Shirts with logos
Open-toed shoes or sandals
Hats
Dangling or excessive jewelry
Perfume
Inappropriately dyed hair (blue, green, etc.)

Willamette Humane Society strives to be as respectful as possible with regards to public appearance and safety for the workers and animals. Engaging in prohibited conduct as outlined above will result in disciplinary action, up to and including termination depending on the severity of the violation.

Community Service Worker Signature

Date



Waiver of Responsibility

I, _____ (print name) would like to participate in the Community Service program at Willamette Humane Society. I am doing so entirely upon my own initiative, risk and responsibility, and with the understanding that if I work at WHS I will be exposed to animals and will work with animal wastes and chemicals.

In consideration of the permission extended to me by Willamette Humane Society through its officers and agents, I hereby, for myself, my heirs, my executors and administrators, remise, release and discharge Willamette Humane Society, its officers and employees from all claims, demands, actions, or causes of action, on account of any injury to me which may occur during the executions of my community service hours, and/or while involved in any activity at Willamette Humane Society.

Date

Signature

Date

Signature of parent/guardian if a minor

Community Service Coordinator
Willamette Humane Society
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Salem, OR 97317
503-585-5900 ext. 309
customer.service@whs4pets.org
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