

Community Service Agreement



Name:	Emergency Contact:	
Address:	Phone:	
	Referring Agency:	
Phone:	Hours Needed:	Due Date:

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, and unreliable attendance. *Absence from community service for 30 days, showing any disrespect toward staff, volunteers, the animals, or the people we serve is also unacceptable and will 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 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 five hours will not entitle you to a break. A shift of at least five hours will earn you a 10- 15 minute break, which will be included in your community service time. Any shift six hours or over 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 10-15 minute break in the latter half of your shift. A Supervisor **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 a staff member 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. We clock in and out on the quarter of an hour (ie. the nearest fifteen minute marker).
7. You are required to wear a white smock or shirt and nametag (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 timesheet 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. When you complete your hours you will receive a copy of our “hours completed” letter. We will fax or mail copies to your agency or caseworker and retain the original forms at the shelter.

Jobs you may be assigned:

- *Washing Dishes
- *Laundry
- *General Cleaning
- *Disinfecting Animal Crates
- *Any Special Projects Needing Attention

Community Service Dress Code

<u>Acceptable</u>	<u>Not Acceptable</u>	
Plain t-shirts	Oversized pants	Holes in clothing
Closed-toed tennis shoes	Tank tops	Skirts / Dresses
Long pants that fit	Shorts	Excessive perfume
Tidy personal appearance	Gang related clothing	
Small earrings	Shirts with offensive logos	
Shoes/Boots with non-marking soles	Open-toed shoes or sandals	
	Dangling or excessive jewelry	

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

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 cell phones, mp3 players, headphones or other electronic equipment while on the clock.
6. **Do Not** handle the animals, even if they seem friendly.
7. **Do Not** touch your paperwork or the filing cabinet in which it's stored. Any violation will result in immediate dismissal.
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.
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.
13. You are not to argue with staff. You are to remain professional, polite, and helpful.
14. **You are excluded from performing community service with our organization if your charge involves any of the following:**
 - **Violent crimes against humans**
 - **Any crimes against animals**
 - **Theft**
 - **Robbery**
 - **Burglary**

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. Repeated violations **will** result in termination.

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

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