

Williamson County Regional Animal Shelter Community Service Work Agreement

Thank you for choosing our shelter to complete your hours. We appreciate the assistance

While completing community service hours at this shelter you agree to abide by the following conditions of the program:

1. Mistreatment of any animal will not be tolerated.
2. I will be responsible for providing my own transportation to and from the animal shelter.
3. I understand that I have to work an assigned number of hours to fulfill my obligations of community service and that **if I fail to work while at the shelter, the hours will not be permitted** and furthermore, I will be asked to leave the shelter.
4. Should my contribution of services be unsatisfactory or be performed with an uncooperative attitude, as assessed by the Animal care staff and/or supervisor, the assignment will be terminated.
5. You are expected to work. You will get dirty. Shelter workers do this job 365 days a year and do not need to hear you complain about the mess or the odor. Be prepared to be exposed to animal waste, including feces. Anyone who feels they cannot handle the odor or mess needs to consider doing their community service hours elsewhere.
6. You must be appropriately dressed. No halter tops, tank tops, low cut tops, tops that expose the stomach, flip flops, sandals, tight clothing, or jewelry will be allowed. You will be asked to leave if you are not appropriately dressed.
7. Some aspects of the shelter are confidential. You are not allowed to discuss shelter business outside the shelter.
8. I accept full responsibility for all medical expenses due to injury or illness during my participation the Community Service Program and further attest to the fact that I have no health problems that would hinder or be aggravated by my duties at the shelter.

Rules and Regulations for Community Service Workers.

1. You must sign in and out in the Community Service log book at the front desk.
2. **You must submit your paperwork from the Judge to be signed by shelter staff upon completion of the hours at the end of each work day. Falsification of the official form is a criminal offense. This applies to the CSW and the signing official. You are responsible for your community service hours sign-off sheet and getting it signed by the staff member whom you assisted.**
3. All assigned tasks are to be performed promptly and properly.
4. Confrontations with the Animal Care staff will not be tolerated. Any problems with the staff will be brought to the Kennel Manager or Veterinarian Technician on duty. Be polite to the staff and the public.
5. The use or possession of alcohol or drugs at the shelter is prohibited. Reporting to work while under the influence will result in immediate dismissal from the worksite.
6. There is no smoking or use of e-cigarettes on Williamson County property
7. The possession of any weapon (including knives) at the shelter is prohibited.
8. No horseplay or congregating in any area is allowed.
9. You are not permitted to use any computer in the shelter for any reason.
10. Report all injuries to the Animal care staff, no matter how small immediately
11. No cursing or profane language.
12. Respect others property.
13. Never be rude to staff or the general public.
14. If you are unsure of an animal's behavior, seek assistance from the shelter staff.

15. Do not feed animals without the instructions from the animal care staff.
16. Wash your hands between handling of animals to prevent the spread of disease.
17. Do not leave your assigned area without permission from your assigned staff member.
18. Do not use the telephone for personal reasons while signed in to work.
19. Your family is not allowed in the shelter areas that are not normally accessible to the general public. Family members should not “hang out” while you are here to work.
20. You will not be permitted to adopt, foster, or rescue any animal until you have completed your community service obligations.

Duties include:

- Cleaning kennels and cages
- Scooping poop in the kennels and on the shelter grounds
- Changing litter boxes
- Washing bowls and litter pans
- Sweeping and mopping hallways and kennel areas
- Assist with feeding
- Emptying trash cans
- Washing the sally ports and outside areas.
- Washing and folding laundry
- Picking up litter from shelter grounds
- Other duties as assigned

I have read and understand the policies and guidelines set forth above. Furthermore, I understand that once I have been asked to leave the shelter for misconduct or failure to abide by these guidelines, I will not be permitted to complete my Community service hours at the WCRAS.

Printed Name of Community Service Worker

Signature of Community Service Worker

Signature of Parent or Guardian if CSW is under 18 years old

Printed Name of Parent/Guardian

Shelter Staff Signature

Date