



VOLUNTEER WORK CREW GUIDELINES

It is expected that you actively participate with the work crew and follow all directions of HR, the supervisor, or employee in charge. Failure to do so may result in zero hours credited for that day. Leaving the job site prior to the end of the day without permission is not acceptable. The hours that you completed for that day will not be credited if you leave without permission.

Participants may be asked to use basic lawn and garden equipment such as weed eaters, shovels, rakes and etc. All equipment is to be treated with proper care. If at any time you do not feel safe using a piece of equipment please notify HR.

All participants will be required to view a general safety video with the HR team.

It is strongly advised you wear proper work boots; however, if you do not have work boots gym shoes will be sufficient. Open toed shoes are not permitted under any circumstances.

Proper clothing must be worn. Short sleeve shirts are permitted as long as they are in good taste. Halter tops, and cut off pants are not permitted. During the summer months, shorts can be worn to certain work sites. If you wear shorts and the project calls for long pants it will be your responsibility to have a pair of pants to change into. Shirts must be worn at all times while at the work site.

Proper conduct and language is expected while working with the crew. Offensive or vulgar language and/or conduct will not be tolerated.

Do not possess or use any intoxicating beverages or drugs at the work site, or prior to reporting for work. Being under the influence of an illegal drug or alcohol while on the work crew will result in program participation.

Smoking is only permitted during designated breaks determined by the supervisor.

Do not bring weapons to the job site; this includes mace, knives, or guns. Failure to adhere to this will lead to an automatic dismissal from the program.

The Volunteer Work Program operates (5) days per week (Monday thru Friday) from 7:00 A.M. until approximately 3:00 P.M. All participants are responsible for their own transportation to and from the job site.

You can contact Lynn Owens, HR Director at 270-584-2882 or email at lowens@madisonvillegov.com for any questions.