

Union County Community Service Program Information Packet

Community Service Coordinator:

Caitlin Bower

Phone: 570-524-3846

Email: cbower@unionco.org

Fax: 570-768-4779

General Rules

When designated to perform community service at a particular site, you must work your hours at that site. You may not work at another site without the permission of the Community Service Coordinator.

Understand that the work site is depending on you to be there at the appointed time. If you are unable to keep the scheduled time, you must notify the site supervisor and the Community Service Coordinator within 24 hours of the start time. PENALTIES WILL APPLY.

You must arrive at the site on time, and not leave early without the approval of the site supervisor or the Community Service Coordinator. PENALTIES WILL APPLY.

If you receive a phone message to call the Community Service Coordinator, you must return that call within 24 hours. PENALTIES WILL APPLY.

You are responsible for arranging transportation to and from the site, regardless of the status of your driver's license.

You must meet with your site supervisor each day, at the end of your shift, to verify the hours worked that day and to resolve any conflict. Notify the Community Service Coordinator if a disagreement cannot be resolved.

Meet with the site supervisor as to how your time sheet will be given to the Community Service Coordinator. You may have them email, fax, mail or hand deliver the time sheets within the time frame specified. You will not receive credit for hours worked if your time sheet is not given to the Community Service Coordinator.

Altering your time sheet or falsifying your community service hours in any way can result in an additional sanction from the court.

Notify the Community Service Coordinator of any problems that arise at the site.

You must exhibit appropriate behavior and not engage in horseplay, foul language, swearing, racial remarks or sexual remarks. Do not be disrespectful to others. Follow the instructions of the site supervisor.

Do not dress in a provocative manner. Males must wear a shirt with sleeves. Females may not show a bare midriff.

You must complete the number of hours ordered by the court within the time specified.

You must immediately notify the site supervisor of any injury that occurs during the performance of your community service. You will also notify the Community Service Coordinator as soon as possible.

Friends, family members, or other visitors are not permitted to hang around the work site. You are there to work.

While working at the site, you may not use a cell phone, iPod or any similar electronic device that will interfere with your interaction with others or which might distract you and cause an unsafe situation.

You may not take anything from a work site, even if a staff member approves.

Except in an emergency, you may not drive any vehicle other than your own. Operation of lawn mowers, garden tractors and similar equipment may be used after instruction is given to you.

Time Sheet Notes

The sites that have been used for a while will have blank time sheets. If not, use the one in your packet as a master and make copies for them or Caitlin can fax or email blank ones to them if you it is necessary.

Use a separate sheet for each site.

The site supervisor should keep the sheet in his/her possession.

The site supervisor fills out the sheet—not you.

You should never have a time sheet with hours recorded on it in your possession.

Meet with the site supervisor at the end of your shift to verify the hours worked. This is also a way to remind the site supervisor to record the hours.

The site supervisor sends the completed time sheets to Caitlin at the end of every month and they are recorded in the appropriate systems.

Penalties

If you fail to show up for community service and do not make an attempt to call at least 24 hours ahead of time, 5 hours of community service work will be added to your total hours due.

Showing up late for community service will result in 1 hour being added to your total hours due.

If you receive a phone message from the community service coordinator or someone in her office, you must return the call within 24 hours.

Failure to do so will result in 1 hour being added to your total hours due.

Safety Rules

Do not attempt to do anything you do not feel safe doing.

Never use a chain saw.

Dress for safety. Wear appropriate footwear. No flip flops.

Do not climb ladders higher than a 6 ft. step ladder.

Lift with your legs, not your back.

Use eye and/or hearing protection when operating any power tool, mower, weed trimmer, ect.

Never ride in the back of a pickup truck or on any work vehicle in an area that is not designed for transporting humans.

Absolutely no horseplay allowed while at the community service site.

Any prescribed medications that must be taken during work hours must be registered in advance with Caitlin.

If we suspect that you are under the influence of alcohol or a mind altering substance, we reserve the right to administer an appropriate chemical or breath test to verify the staff's suspicion. You will not be permitted to perform community service until verification of test is received.

