

Date _____

Community Service Rules and Regulations

All community service workers must sign and complete a waiver.

All community service workers must be interviewed before starting their required hours of community service. This interview will be completed by the ReStore Director or the Assistant ReStore Director. Please bring court documents or lawyer's letter stating number of hours to be completed and a completion date.

All community service workers must have a set schedule. You must call the ReStore if you are unable to work as scheduled. You cannot show up to work unless scheduled or you gotten permission from ReStore management.

Please dress accordingly to a work environment. Closed toe shoes are a requirement. No revealing clothing, sagging pants, flip flops, slides, or sandals are allowed. Shorts, Jeans, and T-shirts are standard dress at the ReStore. You will be asked to leave and change clothing/shoes before starting your scheduled hours if you are not in dress code.

All community service workers are required to sign in/out when working scheduled hours. We will not keep track of your scheduled time and hours completed. We will not add time or give you credit for hours you have not completed.

All community service worker's hours are checked daily. We will not play guessing games with your time if you did not sign in/out. If you do not sign in/out, you will not be receiving credit for the hours that are in question.

Any community service worker intentionally caught adding time/hours to their scheduled time that they were not here will be warned verbally. The second incident involving adding time/hours not worked will be asked to leave the ReStore and your community service cannot be completed at the ReStore.

If any incident of shoplifting/concealment is found, you will be prosecuted and asked not to return to the ReStore.

No purchases can be made during your scheduled work time. Community service workers can make purchases before or after signing in/out. Community service workers cannot purchase any item \$25 or over until it has been on the sales floor 24 hours.

Community service workers are not allowed to smoke on ReStore property. Smoke breaks are limited to your lunch/break during your work schedule.

No cellphones, iPods, mp3 players, or headphones are allowed. This includes texting. In case of emergency please give ReStore phone number (336 222-8292) for emergency purpose only.

Signature _____

Witness _____