

20.05 Project Solutions Rules and Regulations

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that Project Solutions employees and community service participants are required to follow all Licking/Knox Goodwill policies and procedures.

Procedure:

Paid employees will use a time clock, card or sign-in sheet to record hours of work.

Community service volunteers (i.e. court, Job & Family Services) are required to use sign in/out sheets to track hours worked. Supervisors are required to verify and document hours worked by community service participants.

All employees and volunteers shall receive a 15-minute paid break during a four-hour shift.

Unpaid lunch periods are provided if the shift is in excess of 5 hours.

Food is to be eaten in designated areas only.

Smoking is permitted during breaks in the designated outside area (refer to Policy & Procedure 7.03, *Smoke-Free Workplace*.)

All breaks shall be scheduled by supervisors.

Use of courteous language is mandatory.

Social interaction should be limited to maximize production.

Each employee is responsible for keeping his or her workstation clean. The condition and cleanliness of break areas and bathrooms are the responsibility of each employee and volunteer.

Phone use is prohibited unless an emergency situation arises. Employees must request approval from their supervisor before using the phone.

Appropriate safety practices are required.

All employees will wear safety equipment as required to complete a specific job function.

Production will be monitored and documented.