

## **Nevada Outdoor School Office Policy**

- Come into work when your personal schedule says you will. Be prompt and on time. If you will be late or absent for any reason (and this means 15-20 minutes late) you must call/e-mail and let your direct supervisor know.
- If the office is to be closed for any reason during normal operating hours (8am-4pm), then a sign informing visitors of a simple reason for being closed and the time expected to reopen must be posted on the door.
- Assignment outline deadlines must be met or a valid reason needs to be provided to your direct supervisor and new date for that item before it is due.
- Personal vehicles must not be parked at the rear of the building unless loading or unloading materials.
- All desks and the area around them are to be kept clean and tidy.
- Familiarize yourself with the policies of Nevada Outdoor School, all branches of AmeriCorps that apply and any applicable state or federal agencies.
- Nevada Outdoor School has a check out policy for equipment which must leave the office
- When answering the phone please inform the caller of whom they have called. For example, please answer “Nevada Outdoor School”. Keep in mind that your mood can be heard through the phone. If the call is for someone who is not in the office take a message. Don’t forget to get the callers name, number, and message if it applies. Also include the date and time of the call. Please follow up to ensure that all messages reach their intended recipients.
- The kitchen area is to remain spotless at all times or kitchen items will be removed
- Coffee pot must be cleaned out at the end of each day or it will be removed
- Headphones must be worn when listening to music OR music must be kept at a low volume where your neighbors are unable to hear.
- If you use something put it back as soon as you are done, clean up messes immediately. Keep supplies and equipment tidy.
- Keep voices to an appropriate level at all times. No yelling.
- Respect others right to a clean and productive work environment at all times.

### **Office Dress Code:**

- AmeriCorps volunteers must wear an item with the AmeriCorps logo, at all times while serving.

- Clothing must be professional and clean at all times
- No one may wear clothing at anytime which displays:
  - Profanity
  - Promotion of drugs or alcohol
  - Nudity
  - Sexual Innuendos
  - Political associations

**School Dress Code:**

- Any staff member or volunteer who is going into a school must wear:
  - NOS/AmeriCorps polo
  - Tidy khaki style pants or other approved lower body covering
  - No hats in the classroom

**Office Smoking policy:**

- NOS prohibits smoking with-in one block of the Nevada Outdoor School office. If found smoking within that area actions will be taken according to the Nevada Outdoor School's Disciplinary Policy.
- No smoking before going into classes or a meeting - you will smell like smoke.