

## **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 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. Please do not park your personal vehicle in the 2 hour parallel parking area at the front of the Winnemucca building, unless you will indeed be only 2 hours or less.
- All desks and the area around them are to be kept clean and tidy. When the NOS office will be closed for an extended time such as Thanksgiving and Winter Holiday, make sure desks are cleared of any food items.
- Nevada Outdoor School has a check out policy for equipment which must leave the office. This includes supplies for programming or for personal use.
- 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 caller’s 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 clean at all times and the dirty dishes washed, including the coffee pot, or kitchen items will be removed.
- Headphones must be worn when listening to music OR music must be kept at a low volume where your neighbors are not disturbed.
- If you use something put it back as soon as you are done, clean up messes immediately. Keep supplies and equipment tidy. Respect others right to a clean and productive work environment at all times.
- Keep voices to an appropriate level at all times. No yelling.
- Language must remain appropriate for a business office environment. No swearing or cussing.
- Familiarize yourself with the policies of Nevada Outdoor School, all branches of AmeriCorps that apply and any applicable state or federal agencies.

### **Office Dress Code:**

- AmeriCorps members must wear a NOS uniform item with the AmeriCorps logo, along with a pair of clean and well kept, tear free khaki pants or jeans or mid-thigh (at fingertips) or longer shorts at all times while serving. Members will be provided with an AmeriCorps t-shirt and NOS green polo shirts and/or t-shirts, and a hat upon hire.

- NOS Staff Clothing must be **professional and clean** at all times and appropriate for programming or office attire. This includes shorts, skirts or dresses that are at least mid-thigh (at fingertips) in length, business casual sleeveless shirts (no spaghetti straps) and short sleeves, clean, well kept and tear free pants, khakis, jeans, capris or leggings.
- Sweatshirts, hoodies or jackets must also be programming or office appropriate. It is advisable to dress in layers both in summer and winter and wear appropriate foot wear – no house slippers. There can be an extreme temperature difference between morning and afternoon in this office.
- No one may wear clothing at anytime which displays:
  - Profanity
  - Promotion of drugs or alcohol
  - Nudity
  - Sexual Innuendos
  - Political associations
- Workout clothing of any type is also unacceptable, such as; sweatpants, loud leggings, running shorts, sports or running type tank tops.

### **School Dress Code:**

- Any staff member or volunteer who is going into a school or to a field trip must wear:
  - NOS/AmeriCorps dark green polo or t-shirt
  - Tidy and clean khaki style pants or other approved lower body covering
  - No hats in the classroom
- Hair, tattoos and piercings must adhere to School District policies and dress codes

### **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.