

Community Service Workers Policy

Ford City Public Library will attempt to provide duties for community service workers whenever there are persons who need to work such hours, but reserves the right to turn away such workers when there is no suitable work or if there is any question as to the suitability of the worker for the library. Community service workers must show up on time, give advance notice of their arrival, carry out the work assigned in an efficient and courteous manner, and let the staff know how many hours they are required to work in order to be allowed to work at the library.

Conditions of Community Service

- FCPL can offer any one individual a maximum of ten community service hours within a calendar year
- Community service hours are only available to be completed on Friday afternoons and Saturdays, with a maximum of two hours at a time
- Community service hours must be completed within four months of this agreement
- Prior to the start of community service, individual must work with library staff to determine time and day service will take place.
- Individual must also have their probation officer or equivalent sign off on this agreement.
- Community service tasks include but are not limited to: cleaning, organizing, light clerical work, and light handyman work. Tasks may involve working inside the library or immediately outside the library building. Requests received by patrons to assist in normal library operations should be referred to library staff.
- Any instance of a no-call/no-show when the individual is scheduled to complete community service hours shall be cause for termination of this agreement. Library staff will not contact individuals to remind of scheduled community service hours.
- Any violation of the library's policies is cause for termination of this agreement