

Revised 3/06

**The Community Storehouse
Staff/Volunteer Handbook**

Addendum 2

Addendum to the Staff/Volunteer Handbook dated 3/06

Vacation/Time off:

All staff is asked to give a minimum of two weeks notice when requesting time off. Please keep in mind a request made with only two weeks notice may or may not be able to be granted. The more advance notice the better.

Disciplinary Procedures

The following procedures will be followed when addressing unacceptable performance or behavior:

- 1.) Verbal warning by the supervisor. The verbal warning will be documented and kept in the staff/volunteer file.
- 2.) Written warning issued by the supervisor.
- 3.) If a staff member or volunteer receives 3 written warnings in a 60 day period, the individual will be dismissed. The dismissal will be given by the ED, with the supervisor present.

Staff/Volunteer Signature

Date

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