

HRH & HHOOT MEMO

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Rules of the House – Some General Information

#101 - Dated 19Aug11 (Revised 20Jun14 at 1905)

F R O M:	T O:
Don E Hawkins , Founder & CEO	All HRH & HHOOT's Participants Effective - Immediately

- 1) **Everyone (paid or non-pay) that spends time at HRH & HHOOT must use HRH's time cards and time clock In/Out system** – Everyone must Punch-In before they start working and Punch-Out when they are finished (before they leave).

Note: Some Contract Labor or 1099 "Contract" personnel may be exempt from this rule.

- a. Volunteer/HHOOT's Helper (non-pay) - does not include food servers
- b. Community Services Worker (non-pay)
- c. Staff (paid) - Check your "In-Box" Daily
- d. Worker (paid) - Check your "In-Box" Daily

- 2) **HRH's Pay Period** starts on Thursday of each week and ends the following Wednesday, allowing time to process payroll.
- 3) **Pay Day - Paychecks** will be distributed every Friday after 4:00 PM. Please DO NOT ask for your pay check in advance. It won't happen. HRH/HHOOT can no longer pay in cash because of the payroll service we use. HRH uses Old National Bank and Chase for payroll. They will cash your pay check at no charge.

Please don't spend all of your pay check over the weekend, come to work on Monday with no money, and start borrowing cigarettes and gas money from your fellow workers. It just causes problems.

- 4) **Advances or Loans** - there aren't any, so please don't ask.
Please do not expect to use HRH/HHOOT as your personal banker!

- 5) **In & Out** – If you have to: leave for an appointment; you are sick (and probably should not be here); sleeping; or just hanging around; please don't expect to be paid. HRH/HHOOT does not pay people for excessive smoke breaks, running your errands, for just showing up, eating, and/or just sitting around.
- 6) **Sick** – If you are sick, please stay home and/or go to the doctor or hospital.
- 7) **Adjustments** - If your time card needs to be adjusted for any reason please see Bill Tanner. He is the only person authorized to adjust time cards after the approval of your immediate supervisor (Ron, Joyce, etc.).
- 8) Anyone caught **punching someone else's time** card for any reason will be immediately terminated. Remember, there is a camera on the time clock.
- 9) **Emergency Contact Information** - Everyone must have an application on file with HRH/HHOOT with your current emergency contact information. NO EXCEPTIONS
- 10) **Personal Appointments** – Please try and set any personal appointments such as doctor, dentist, parole, probation, classes, etc. either before or after work, or at least late in the afternoon.
- 11) **Drugs & Alcohol** - Under no circumstances is anyone allowed on HRH/HHOOT's premises while under the influence of any illegal drugs or alcohol. All HRH/HHOOT participants are subject to random drug testing at any time. You will be immediately terminated if you are deemed to be on any illegal drugs or alcohol. NO EXCEPTIONS. Selling yours or other people's prescription drugs to others (including HRH/HHOOT's staff) is also reason for termination.
- 12) **Disruptive** – Anyone that is disruptive or being a smart-ass to others for any reason whatsoever will be asked to leave the premises. Being disruptive or having a bad attitude will not be tolerated and you will be asked to leave. If you are having a bad day for any reason, go home and come back another day. If you do not leave after being asked, the police will be called.
- 13) **Stealing** – Anyone caught stealing (on video or in person) from HRH/HHOOT or another person will be immediately terminated. NO EXCEPTIONS – Plus the police will be called and I will have you arrested.
- 14) **Entitlement** – Remember, just because you are working for a non-profit that is being given food, clothes, etc., for our homeless and reentry programs does not mean that you are entitled to it. Taking things for yourself, your family and/or your friends that are given to HRH/HHOOT, without asking first, is stealing. Stealing anything from HRH/HHOOT will not be tolerated and you will be immediately terminated.
- 15) **Getting Things Done** - We are going to use the chain of command system to get things done. If someone needs one of the Workers for something we will try to ask Ron first but sometimes that is not possible. This is something we are going to have to continually work on.

- 16) **Normal Hours of Operation -**
Workers (construction) – From 8:00 AM to 4:00 PM | **Support Coaches** – From 10:00 Am to 4:00 PM. You will not be paid before or after HRH's above hours unless authorized, in advance, by Ron, Bill, or Joyce.
- 17) **Lunch & Breaks** - 30 minutes for lunch and two ten minute breaks during a 6 to 8-hour shift.
- 18) **Smoking areas for HRH's personnel only** – All three buildings at HRH/HOOT are NON-SMOKING buildings. Anyone caught smoking inside of HRH/HOOT will be asked to leave the grounds. The only area inside the fence that smoking is allowed is outside of the 940 building behind the Kitchen. Cigarette Cans for your butts will be provided. Please use them. I'm tired of seeing cigarette butts all over the place and everyone swearing they are not theirs. Obviously they belong to the smokers. As you know, everyone else must smoke outside the fence.
Please note: While our homeless friends are here, everyone must smoke outside the fence.
- 19) **No smoking in any of HRH's or HHOOT's building except in either of the two "Smoking Areas".** Anyone caught smoking in HRH's offices and/or the warehouse or inside HHOOT's Diner will either be terminated or money taken from their pay. I will start the minimum bid at \$10.00. I'm really tired of people not taking this rule seriously. I am looking for an example to show how serious I am about this rule. Bottom line is if you don't respect this rule please don't expect me to respect your pay check or your job. Plus, please be considerate of the time you take to smoke. HRH is not going to pay for you to take 4 to 10 smoke breaks per day, and getting paid, while everyone that does not smoke is still working. Smoke breaks are to be taken during your break.
- 20) **Clean up, pick up, and straighten up after yourself.** We don't have personal maids working at HRH that need or want to be picking up after you. Please throw your trash, paper cups, coffee cups, soda cans, etc. in the trash. Return your dishes to the sink after you wipe them off and put your chair back under the table.
- 21) **WORKERS - All tools are always to be returned to the tool room.** Under no circumstances are you to leave any tools, yours, Ron's or HRH's where you are or have been working. We have already lost too many tools. Lock them up tonight so you will know where they are tomorrow. HRH does not allow anyone to take HRH's tools home so please do not ask to borrow tools.

WORKERS - Breakfast (if any) should be completed and you should be working by 8:00 or whenever Ron needs you. Either way, don't clock in until after eating. HRH pays for your lunch time (by law) but will not pay for you to eat breakfast. This breakfast thing is only a trial run and if it is abused, it will be terminated.

- 23) **Breakfast & Lunch** – Ron and I have worked it out with the staff that they can eat breakfast here at HRH if they pay for it out of their checks. Volunteers and Community Service workers usually do not get here until 9:00 or 10:00 AM so they do not eat breakfast. HRH will only be able to supply a breakfast and/or a lunch if the staff pays for it and/or HRH has the food available from donations, Gleaners, etc. HRH is not obligated to buy anyone's breakfast or lunch. HRH's lunch is also available to HRH's VOLUNTEERS and/or COMMUNITY SERVICE WORKERS - if food is available.
- 24) **Ron Wilson is in charge of the WORKERS.** Including hiring and firing. He is in charge of all construction on HRH's building. Plus, getting all materials that are needed.
- 25) **Ralph is in charge (Director) of HHOOT's Diner and all VOLUNTEERS and COMMUNITY SERVICE WORKERS.** He is in charge of their scheduling. Ralph first, then Gene are also responsible for "all" scheduling for HHOOT's Diner's meals such as the: 1) HRH/HHOOT's staff, 2) food preparers, 3) food servers
- 26) **Steve is in charge (Manager) of the kitchen at HHOOT's Diner.** Including all the food to and from the Diner (Sam's Club, Supermarkets, Cash & Carry Paper, and Second Helpings & Gleaners).
- 27) **Gene is in charge (Director) of the Ministries.** Scheduling the; 1) music teams, and 2) the ministries for HHOOT's Diner (if the scheduled volunteers needs help)
- 28) **Joyce is in charge (Director) of the Support Coaches.** Including all office staff members.
- 29) **Judith is in charge of HRH Development's staff.**
- 30) **Bill Tanner is in charge (Administrative Assistant) of Time Cards and pay distribution.** When someone is hired and/or fired, he needs to be notified ASAP. He must be notified so he can start filling out a time card for them and getting their "Emergency Contact Information".
- 31) **Don is responsible for it all.** Don is the only person that can hire or fire anyone except for Ron's WORKERS.
- 32) **Taxes** – Until we start having paid employees again, everyone will either work as a volunteer or a 1099 employee.
- 33) **Getting HHOOT's Diner ready for an upcoming meeting or feeding is a priority, especially if we are behind on getting it set up.** If asked to do something for the Diner that is urgent, and Ron is not around, especially for an upcoming event at the Diner, please do it, unless what you are doing for Ron has some urgency. This is something we are going to have to continually work on.

- 34) **Volunteering** – When you come in to volunteer serving the homeless, obviously you will not be paid for that. Ron or Joyce may from time to time authorize you to get paid on some projects that need to get done over the weekend for HRH. When this occurs, please make sure you use the time card to keep track of your time. Obviously we appreciate your volunteerism but we cannot afford to pay for what everyone does for us for free.
- 35) **Do not sit on the tables or desks** – Please use the chairs, they are built for your backside. Tables and desks are for your arms and elbows.
- 36) **HRH's Box System** – We have a “Box” system in place. Please check your box daily for memos, phone messages and other information. If one of “Ron’s WORKERS” gets a phone message, and they cannot be immediately found, that message will be put in the box marked “Ron’s Workers”. Ron and Kevin will check this box several times per day. **Keep your fingers out of other people’s boxes.**
- 37) **Personal Mail** – Under no circumstances is anyone other than HRH or HHOOT’s staff allowed or authorized to have their mail sent to HRH or HHOOT’s address and that is for business purposes only. We have no way to receiving, holding and/or distributing U.S. mail that is not for HRH or HHOOT. We also do not want to be responsible for your personal mail. Personal mail sent to HRH or HHOOT will be returned in the next day’s mail.

Horizon House is set up for such purpose but you have to be registered there in advance of you receiving your mail there.

- 38) **Scrap Metal, Wood & Wiring** – Any scrap copper, wire, aluminum, steel, or wood, etc. on HRH’s property remains the property of HRH even after it is removed from the walls, floors, ceiling, etc. Anyone caught removing any of the above items from HRH’s property will be terminated and probably prosecuted. When the above items are scrapped for cash, those monies will be used for HHOOT’s food or HRH’s tools fund.
- 39) **Please do not feed Don’s dogs (let them beg). Please do not throw food of any kind in the “short” trash cans. The dogs tip over the “short” cans and make a mess.**

PLEASE DO NOT THROW FOOD OVER THE FENCE FROM THE DINER.

Senders Signature:	Date Signed:
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