



Green Chimneys Children's Services / Green Chimneys School
400 Doansburg Road, PO Box 719 Brewster, NY 10509-0719

EMPLOYMENT EXPECTATIONS

(Please read and sign this statement of expectations and return it with your completed job application)

Green Chimneys expects a level of professionalism of our staff, as they are role models to our clients. The following are basic expectations of all staff:

- **Drug-free Workplace** – employees are expected to arrive at work fit for duty. Drug screening will occur during the pre-employment process, as well as random drug testing throughout employment.
- **Smoke-free Workplace** – smoking is prohibited on campus and in the presence of clients at all times. *(The designated smoking area is across the street in the 3rd Parking Lot by the Country Store.)*
- **Professional Personal Appearance** – employees must use discretion and good judgment in their appearance and grooming. Personal appearance should be appropriate for professional public contact. It is expected that employees will exercise sound judgment and common sense in choosing what to wear to work. The following are considered **inappropriate attire and are NOT permitted:**
 - Short-shorts, stretch shorts, form fitting stretch pants, mini-skirts
 - Short tops including: halter/tank/tube/midriff baring/form fitting/low cut
 - Pants worn at or below the hips, tattered jeans and cutoffs
 - Lycra spandex or any tight fitting clothing or sweat suits
 - Hats, caps, bandanas, etc. worn inside buildings
 - Flip-flops or thong sandals
 - Excessive perfume/cologne
 - Visible body piercing (other than appropriate earrings in the ears)
 - Other rules may be dictated by the Department Director
- **Punctuality** – employees are expected to arrive on time and prepared for work and any training classes. (If you are running late or expect to be late for any reason, you are expected to call and alert your Supervisor.)
- **Health Assessments/Mantoux (TB) Testing** – employees are required to submit to a Health Assessment and Mantoux test for tuberculosis prior to employment, and annually during employment. Employees who have tested positive, will submit to a health screening annually, which may include a chest x-ray.
- **Background Screening** – prior to regular employment, Green Chimneys will perform the following background checks: State Central Registry on Child Abuse and Maltreatment, Criminal Background, Education Verification, and Professional References, as well as position specific checks.
- **Orientation and Employee Photo IDs** – all new and returning employees are required to attend Green Chimneys' Orientation and Training, and are required to have Photo IDs taken, there are **absolutely no exceptions.** **Failure to attend Orientation and Training may result in loss of employment.**
- **Adherence to Policies and Procedures** – employees are expected to abide by all Green Chimneys Policies and Procedures.

I have read and understand the Expectations of a Green Chimneys employee.

Applicant's Signature

Date