

Membership Policies

Grounds for Disciplinary & Punitive Actions

These Policies and Procedures and the PAS Code of Ethics are in effect to maintain a safe and healthy environment for both people and animals. Non-compliance may be grounds for disciplinary action such as written warning, probation, suspension and/or dismissal by the Incident Review Board.

Safety

In the event of an emergency, call 911.

Panic Button: The panic button is located at the front desk. It summons the Police immediately.

If necessary, implement the Disaster Plan. If an evacuation is necessary, evacuate people first; **if safe**, evacuate animals.

No animal is permitted in the front office area (unless approved).

Visitors

All visitors over age 18 must sign-in at the front desk. Visitors to the kennels are restricted to common areas. Volunteers are to assure that this rule is being followed. **Visitors wishing to see an animal must be accompanied by a Volunteer at all times.** No person under 18 years old is permitted to be unattended in any area of the Shelter. No visitors under 18 years old unaccompanied by an adult are permitted in the shelter.

Hours of Operation

The front desk will be staffed every day from 10:00 a.m. to 12:00 p.m. and 5:00 p.m. to 7:00 p.m. unless otherwise specified. We are closed to the public on designated holidays such as Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve & Christmas Day, New Year's Eve & New Year's Day and designated inclement weather days and at the discretion of the Board of Trustees. Select days may have extended hours.

Contacting the Animal Control Officer

Refer all calls pertaining to stray or impounded animals from the public to the ACO at 440-885-8010 ONLY. Never give out the ACO's personal pager or cell phone number. If the public needs assistance immediately (i.e. dog running at large, vicious, sick or injured animals) refer them to the Parma Police Dept. non-emergency number 440-885-1234.

Volunteer Information

Volunteers are key for us to care for the animals and communicate to the public. Our trained volunteers are crucial to the operation of the Parma Animal Shelter.

Junior Volunteers (Cats only)

Junior Volunteers must be at least 15 years old and less than 18 years old. Juniors are allowed contact with non-aggressive cats with a waiver signed by parent or guardian. No contact with aggressive cats is allowed. If you have 3 unexcused absences, you may be dismissed from the Junior Volunteer program. Children of volunteers who are between 15 and 18 years old must also apply to the Junior Volunteer Program in order to be permitted to provide volunteer service at the Shelter. No child under 15 years old is approved to work in the Shelter.

Adult Volunteers

Volunteers must be at least 18 years old and complete an application which must be approved by the Membership Committee and/or trainers. Members shall have voting rights and can receive e-mail correspondence upon completion of 30-day probationary period and approval by their direct report (shift lead). After 90 days, volunteers in good standing, and not on a leave of absence, are eligible to run for the Board of Trustees.

Volunteers are expected to observe the PAS Code of Ethics while in the Shelter and at other related shelter functions/events.

All volunteers (both Junior and Adults) are expected to adhere to the directives of this document (Policies and Procedures).

Children under the age of 15 are not permitted to be volunteers or to accompany volunteers during their shift.

- Report to your shift on time and complete your shift. If you must report late or leave early, make prior arrangements with your shift lead so that a substitute can be found.
- If you are sick, cannot work, leave of absence or wish to make changes in your schedule, please contact your shift lead as far in advance as possible so that a substitute can be scheduled.
- Failure to report for your shift without prior contact or arrangements may result in your being removed from the schedule.
- Do not bring personal food into areas with animals.
- Please do not bring guests or visitors with you while you volunteer.
- Smoking is restricted to an outside area. Do not smoke around the animals.
- In addition to the dress code, please observe the following Always wash your hands before touching each animal and before leaving the shelter. This helps prevent the spread of viruses. Hand sanitizer stations are set up all around the Shelter.
- Immediately report any injury/accident you receive to your shift leader. They will direct you to the proper forms to fill out to document the injury.
- If you have any problems working with other volunteers, or with your work responsibilities, please discuss them with your shift leader. If the problems continue, please bring them to the attention of the Membership Chair It is important that we quickly resolve problems that arise so that we can work effectively as a team.

Voting Rights

The following people have voting rights at all membership meetings:

1. Approved Members by the Board of Trustees that have fulfilled the initial 30-day probation period.
2. Members on an approved leave-of-absence.

Schedule & Commitment

Typical volunteer commitment for a front desk, laundry, dog or cat related shift is approximately 2 hours per week. Volunteer commitment for events and committees will be at the discretion and recommendation of that committee's chairperson. If you are unable to report for your scheduled shift first contact the shift leader, then communicate the need for coverage on your shift. Appropriate means to find shift coverage include:

- Email communications@parmashelter.org and membership@parmashelter.org to request coverage
- Post in the Official Parma Animal Shelter Volunteer Facebook group

If you are unable to find coverage for your shift, please notify your shift leader as soon as possible.

Leave of Absence

Any Member may take a leave-of-absence at any time by notifying the Membership Chairperson and their direct report. If the leave-of-absence is unapproved by membership or direct report and extends longer than 30 days, the Member may forfeit their membership. The Member must notify the Membership Chairman stating their wish to return to volunteer. Anyone on a leave of absence (approved or unapproved) longer than 90 days cannot be considered for election to the Board of Trustees. Upon return from a leave of absence, updated and/or refresher training may be required prior to the volunteer's return.

Resignations

Any volunteer will no longer be considered a Member if their resignation is effective immediately or their resignation date has passed, or they become an employee of PAS. If you decide to resign from the Parma Animal Shelter, please contact your shift leader and the membership committee (membership@parmashelter.org) immediately. If possible, please give advance notice of two weeks or more if you plan to leave your position. That allows us time to fill your position. If a resignation has been rescinded before their resignation date, they will still be a Member. A person wishing to become a volunteer again with the Shelter, would follow the normal procedure of an application and 30 day probation period. When resigning from PAS you must return all property and documentation relating to the activities of PAS, and we encourage you to give us your feedback about your volunteer experience.

Sign In

All volunteers need to sign in and out.