

**ESTHERVILLE PUBLIC LIBRARY  
COMMUNITY SERVICE WORKERS AGREEMENT**

The Estherville Public Library will accept Community Service Workers at the discretion of the Library Director or Assistant Director, and only as needed to complete a specific assignment.

Individuals needing to perform public service hours to satisfy a violation should accept the responsibility of submitting a schedule to complete this obligation. The schedule and the duration of the assignment must be negotiated to the satisfaction of library staff.

Library staff reserve the right to terminate the community service agreement at any time.

**Failure to report during a scheduled work day is cause for immediate dismissal.**

The community image of the Estherville Public Library is projected by the appearance of library staff members and/or service volunteers. It is important that all library staff members and/or service volunteers be well groomed and properly dressed, as defined in the EPL Employee Policies.

The Community Service Worker is responsible for keeping a time sheet.

The agreement form must be signed and dated by the Community Service Worker and by the Estherville Public Library Director. With the conclusion of the required hours the signed time sheet will be issued to the Community Service Worker.

_____	_____	
Agency	Required Hours	
_____	_____	
Your Name	Date	
_____	_____	
Address	Phone	
_____	_____	
City	State	Zip
_____	_____	_____

Estherville Public Library Director

Will you be putting in your service hours anywhere else?

Yes \_\_\_\_\_ No \_\_\_\_\_

Approved: January, 2014  
Reviewed: October, 2017  
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