



Cronin Home Inc. Lodging Agreement

RULES AND EXPECTATIONS 2023

These rules and expectations are ever changing and are solely intended to maintain a safe, sober and supportive living environment for all those who choose to live here. Residents demonstrate their desire to live here by how they respect and follow these rules and expectations. Residents who choose not to follow and/or violate these rules and expectations will have demonstrated a lack of desire to live at the Cronin Home and will be discharged.

Initial Probationary Period

1. There will be a two-day (48 hr.) orientation period in which a new resident will remain on the Cronin Home property after admission. No overnight passes are allowed during your first ten (10) days of residency nor can a resident be out past 10:00 PM. During **any** 48-hour restriction, the resident may leave the property for only one of four reasons: 1) Family emergency approved by staff. 2) Treatment or **medical** appointment. 3) AA/NA or an approved recovery meeting returning immediately afterward, or 4) Work (this does not include **PeopleReady**, other temp services, or looking for work). Resident must check in with staff when leaving the house and upon their return. **Violation will result in an extension of the orientation process and may result in a five (5) day in-house suspension**

ON's, UN's, Ex-ON's and OPT's

2. After the initial intake restriction (48/10) is completed, a resident may request up to two (2) overnight (ON) passes per week. The week begins on Sunday and ends on Saturday. Residents must be **INSIDE** the facility by 10:00 p.m. unless the resident has an approved OPT/ON (OPT and ON's explained in the next sentence). Residents may also be out past 10:00 p.m. (OPT) any night of the week provided there is no current restriction. All requests for ON or OPT must be made prior to 10:00 p.m. of the requested day, and documented by staff in the staff log. Residents must personally request their own ON/OPT passes; those requests submitted by friends or relatives will not be approved. Taking an undocumented or unapproved OPT or ON may result in suspension or discharge.

NOTE: Residents are not allowed to put three (3) ON passes in a row without extended overnight (Ex-ON) approval from Assistant Director or Director. All Ex-ON's must be approved ahead of time by Director or Assistant Director. Other approvals' will be required also (i.e.: S.W, F.W, P.O. etc.) Excessive use of Ex-ON's will lead to admin concern **of a lack of bed usage.**

- A. Any resident returning to the house from an overnight, excused or unexcused, is to report immediately to staff. A PBT and/or a UA will be administered. ANY resident refusing to U/A or PBT can/will result in a discharge. Testing positive **MAY** result in a five (5) day **in-house suspension** (if the resident didn't report immediately to staff it **WILL BE** a five (5) day **in-house suspension**).
- B. When a resident is tested, by their request (**which will be limited**) or when checking in with staff, for chemical use and the results are positive, the resident may be asked to go to the Connections and Referral Unit for detoxification and transportation will be provided if possible. Any resident refusing to PBT or U/A can will result in a discharge. If the resident refuses to go to detox, they will be asked to leave the property until the substance has left their system. The resident will then be placed on an in-house restriction for forty-eight (48) hours and no out past 10:00PM (OPT) or overnight (ON) passes for seven (7) days (beginning upon return to the house) referred to as a 48/7 restriction. **NOTE:** At the direct cost to the resident, they may purchase an outside UA service to verify or show doubt with the Cronin Home findings. If THC is detected after thirty (30) days of reported last use, the resident may purchase a QUANITATIVE test to show that the THC levels are decreasing while as a resident, without concern of a discharge from ongoing positive tests (provided the quantitative numbers show decrease). **When a resident violates any rule while waiting the 30 days for a THC retest, they will be considered for ongoing consequences or discharge by admin staff.**
- C. Residents that are returning from an OPT must enter through the front door. **The front door will be locked at 12:00 a.m. sharp!** Any exceptions for admission after this hour need prior staff approval. If a resident returns after 12:00 a.m. with staff approval, it WILL be considered an ON for that week. In an emergency, call before 10:00 p.m. on the office phone only (282-1204). Residents must personally report to staff immediately upon their return. Failure to check in will result in a **48-7 hour restriction** provided they do not test positive for alcohol or drugs. Failure to check in and testing positive will result in an **automatic five (5) day in-house suspension**.
- D. A resident returning from an unexcused overnight (UN) will not be allowed in the home prior to 6:00 a.m. the following morning and must report immediately to staff upon return. Failure to check in will result in a 48/7 restriction, provided they do not test positive for alcohol or any mood-altering substances. Testing positive and not checking in will result an **automatic five (5) day in-house suspension**.
- E. Residents may leave the house after 4:30 a.m. or earlier if they are leaving for work. You must report to staff before leaving, and will not be allowed back in the house until 6:00 a.m. when the doors are unlocked. **Note: Residents who require reporting to staff must do so PRIOR to going to their room or other areas of the house.**
- F. Any resident returning to the Cronin Home from extended overnights or any other incident that may involve possible or actual recent drug or alcohol use **WILL** result in an **unprecedented 48/7 (provided they reported use prior to staff asking about use)**. This status is to allow the resident and staff a safe environment if the resident were to experience any potential withdrawal symptoms. Staff will inform you if/when you are placed on this status. This status will not count against you on the consequence log.

3. The patio gate and back door will be locked at 10:00 p.m.

Medications

4. All prescription and over-the-counter medications, including **empty** medication containers, must be turned into the staff office upon admission, or after receiving them from a doctor. It's the resident's responsibility to ask staff for their medications at the correct time. All medications must be taken in front of staff in staff office. No medications will be dispensed to anyone under the influence of alcohol or other chemicals. If a resident does not turn in all medications for inventorying and documented approval to keep in residents room (if requested) by the RN staff - an **IMMEDIATE DISCHARGE** from the facility may result. It is against Minnesota State Statutes to keep medication from the knowledge of the Nurse.

RESIDENTS MUST REMAIN "MEDICATION COMPLIANT" WITH ALL PRESCRIPTION MEDICATION AS WRITTEN BY THE PHYSICIAN OR RESIDENT MAY BE DISCHARGED AFTER THEIR FIRST STAFF WARNING

Sleep Issue/Concerns

- . Any resident that has a sleep disorder issue/concern, which may be identified as an issue/concern from a resident or staff member i.e. insomnia, apnea, snoring, sleep walking, etc., will need to set up and complete an appointment with their primary physician to have that issue/concern addressed so they are not a disruption to others in the Cronin Home, which includes the roommate. The issue/ concern needs to be corrected ASAP. NOTE: All rules violations will be enforced regardless of you sleep issues.

House Rules

5. There will be no possession and/or consumption of alcoholic beverage or non-prescription substances in the home or on the property.
 - A. "Possession and/or Consumption includes, but is not limited to, products that contain alcohol such as mouthwash, rubbing alcohol, cough medicine, hair spray, hand sanitizer, or any products containing mood-altering substances (i.e. synthetic drugs). However, cologne or perfumes are allowed with Staff approval and documented on resident inventory list. **Violation of consumption is an automatic five (5) day in-house suspension.**
 - B. If the resident is found by staff in the house after consuming alcohol or using any mood-altering chemicals without checking in, or what the staff may view as sneaking in, a **five (5) day in-house suspension and possible discharge** will be enforced.
 - C. Possession of any type of paraphernalia which includes but is not limited to drug paraphernalia, over-the-counter medication is not allowed. However, if an illegal chemical

is found or personal medication or medication prescribed to someone else other than the resident, the **Admin staff** may choose to **automatically discharge** the resident.

- D. Admitting access to or aiding an intoxicated resident or non-resident on the property may result in **discharge**.
 - E. All personal care products i.e. shampoo/conditioner, hair spray, deodorant, soap, cologne, perfume, etc. must be **ALCOHOL FREE** and brought to staff, upon admission, for approval. This includes any products brought in after admission. The staff must initial products. Storage of hygienic non-alcohol products in bathroom is at your own risk.
 - F. No form of coloring hair is allowed in the house (color, bleach, temporary color, spray-in color, ect).
6. Residents are not allowed to go into other resident's private bedrooms. First violation will result in a **48/7 restriction**. However, any violation after that will result in a **five (5) day in-house suspension**. As a courtesy to other residents who may be resting, please visit only in the common areas throughout the house.
- A. Any theft of personal property or property owned by Cronin Home will result in an **automatic discharge** and legal prosecution.
 - B. Residents are reminded that staff reserves the right to search rooms, **vehicles found in assigned parking**, craft room lockers, and personal property for illegal and disallowed items.
 - C. Residents are to have staff search all belongings that are brought into the building to determine belongings are allowed items.
7. All residents working or starting work need to report within two (2) days of gaining employment to the Assistant Director. Residents also need to completely fill out a Documentation of Resident Employment Sheet (you can receive these from Assistant Director or staff). This sheet needs to be turned into the Assistant Director within two (2) days of gaining employment. If this is not done within two (2) days of gaining employment, resident may be discharged.

Housing/Room Expectations

8. The following items are allowed in the resident bedrooms. Two (2) beds, two (2) five (5) or six (6) drawer dressers, one TV-DVD (first resident in the room with a TV-DVD and not over a 27" [standard TV] or 32" [flat panel TV]), one radio each, and a night stand by each bed. The first person residing in the room has the right to make the decision on whether to use their TV or their roommate's TV. **The TV in each room is to be SHARED by BOTH residents.** All beds must maintain a space of no less than or greater than three feet apart. All sides of the bed must remain clear so one can move around the bed (as required by Fire Marshall). This is a safety issue and walkways must remain clear in case of an emergency. The staff will ask you to remove excess items placed without prior staff approval. If a resident's room is in violation of any of these rules, a verbal warning will be given by staff to clean it out, or the staff will remove it. **You must have staff approval before adding additional items.** All clothes brought into house must be washed IMMEDIATELY with hot water and dried on high heat.

- A. No toiletries, food or beverages are allowed on the window sills.
- B. Nothing may be placed on the A/C-heating units. The resident is responsible for cleaning the air conditioner filters as needed. Ask staff for help, if needed.
- C. There will be no fish tanks, pets (including prescribed companioned dogs), candles, incense burning (including sage smudging, etc.) or air fresheners allowed in resident's bedrooms.
- D. No perishable food items are allowed in resident's rooms. Residents may have food items such as candy, chips, etc. as long as these items are sealed. All perishable food and food provided by the Cronin Home must be eaten in the dining room or patio. Any **coolers** must have written permission from staff to be in the bedroom (have staff note this on your "Add To" inventory sheet).
- E. As a resident, you are responsible for maintaining your own room. This includes keeping your personal belongings in your area, washing your laundry, and bedding weekly.
- F. **No resident is to have any beverages in areas of the house with carpeting.** Beverages will only be allowed in areas of the house with tiled floor, including bedrooms. No coffeemakers in rooms. If staff starts to see spills in the hallway/stairwell areas leading to resident bedrooms, privileges will be revoked for all residents. **Resident is to clean their spill immediately.** Report all spills to staff for carpet clean up or there will be a **48/7 violation**.
- G. Closet door for each resident must close without any difficulty, no blockage due to excessive belongings which result in preventing door closure. **Residents are not to hang items on the door as that will destroy the track system.**
- H. Each resident can have a total of three nail holes in the wall to hang pictures. No double sided tape. No shelves or coat hooks. Please get appropriate sized nail from maintenance staff.
- I. Resident will be subject to **48/7 consequences** if they leave personal valuable property (i.e. purses, laptops, cigarettes, phones, coats, etc.) unattended for more than **10 seconds**. Others may be tempted to take property from you and you may not have any support from staff or other residents to retrieve the loss.
- J. No clothing is to be placed directly on the floor. Clothing must be in dresser, laundry basket, or in closet (hung up or on shelves, NOT on closet floor **or closet door**). Consequences will begin at a verbal written warning.

Any violation of the above rules will result in verbal written warning and verbal written warnings add up to 48/7s

PEST CONTROL

8. All clothing brought into the house must be visually checked by staff. The resident must immediately wash all clothing in hot water and dried with high heat. If an item of clothing cannot be laundered in washing machine. It must be placed in a plastic bag with a Vapona strip (which staff will provide), sealed, and put into storage for 48 hours.
 - A. All electronics, including those that are battery-operated, and many other items brought into house must be sealed in plastic bag with Vapona strip by staff and put into storage for 48 hours.
 - B. NO extra furniture can be brought into the house.
 - C. **All extra items brought into the house must be put on the “Resident’s Add-To Inventory List.”** Extra items include but are limited to: electronics, games, etc.

Noise and Consideration

9. After 10:00 p.m. please keep the noise level down in respect to those who will be sleeping. **If you roommate snores please bring that to their attention, so the roommate can look into a “sleep study” to address possible sleep disorders. Research has shown an improvement to quality recovery from addictions**
10. Sleeping is not allowed in the main living room area or any common room in the house. Please keep your feet off of the furniture. Violation will result in **verbal written warning**.
11. Radios, TV’s, etc., are to be played at a moderate volume so as to not disturb other residents. At midnight, all common TV, radios, and computers will be turned off until 6:00 a.m. or as approved by staff. Radios/**music systems** and TV’s in resident’s rooms may be used at any time as long as the volume is kept at a reasonable level and is not disturbing roommate or others. The rec room, computer room/weight room and craft room will be locked at midnight and opened at 5:30 a.m. or as approved by staff. Radios/**music systems** are allowed on the patio or grounds only if used with headphones. **Telephones are not to be used around others to minimize disruption and are not allowed to be used in speaker mode, others do not need to hear both parties on the telephone.**
12. Any resident caught peeping into another resident’s door or window will be **automatically discharged**.

Cleanliness Expectations/Food

13. Residents must be fully-clothed (including shoes) when outside of their bedrooms and in the common areas of the house. We have **all gender** staff doing bed checks and working throughout the house at all hours of the day and night, so please keep yourself covered (fully-clothed) at all times. Violation will result in a **verbal written warning**.
14. No pajamas are allowed in shared areas of the house between the hours of 7am and 10pm, per staff's discretion. Violations will start at a **verbal written warning**.
15. Residents are responsible for maintaining their own personal hygiene. Please bathe or shower three (3) times weekly or more if needed. Staff will bring any reported concerns about your hygiene practices directly to you for adjustments.
16. Three meals are provided each day. There is a menu for the week located on the front of the resident refrigerator. Dinner is served **by staff** at 5:30 p.m. Monday through Friday. Meals on the weekend are served at 11:30 a.m. **Medications are not dispensed during and beyond that time frame.** The meals are set out for at least an hour. If resident is going to be gone during meal time, they can request a meal be held back for them until midnight. Other meals are left to the residents to prepare for themselves, as desired. The dining room is open 24/7 except for certain hours on the 10:00 p.m. to 6:00 a.m. shift for cleaning. Leftovers, bread, cereal, eggs, sandwich meat, fruit, rolls, cookies, coffee, and milk are available any time. If you notice we are running out of something, please inform the staff and we will try to get more. Breakfast cereals are set out at 5:00 a.m. until noon daily.
 - A. Residents are to bus their own dishes after each meal and scrape off any extra food into the trash before placing dishes in the bin to be washed.
 - B. Please clean up any mess or spills you happen to make as a courtesy to your fellow residents. Meal scraps/food not placed in waste basket (i.e. thrown in sink) will result in a 48/7.
 - C. **Residents are not allowed in the kitchen area for any reason** unless approved by Administration Staff.
 - D. Personal food items are NOT ALLOWED in the resident refrigerator. This is a Health Department regulation and is strictly enforced. Any food items not provided by the Cronin Home will be disposed of. Residents may prepare a meal to take to work and leave it in the refrigerator, but it must be in a bag and clearly labeled with the residents name and date. This will be disposed of after 24 hours. Report any violations to staff so that we can clean the refrigerator.
 - E. Hand washing must be done on a regular basis and is required after going to the bathroom/restroom. Residents not washing their hands after using the bathroom/restroom or as needed will be given a **verbal written warning**. Residents will report this violation to staff.

17. **Please do not hoard food. Do not put any food in mailboxes or take any Cronin Home food to the rooms. Residents who overindulge should be confronted by their peers.** Residents must wear food gloves found in the dining room drawers when handling food. Use hand sanitizer found attached to walls throughout the dining room when handling eating utensils, plates and glasses.

Visiting Hours

18. Visiting hours are from 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 9:00 p.m. Visits should be limited to an hour. All visitors are allowed only in the main floor common areas and the dining room/patio areas. No visitors are allowed upstairs (men's floor) or in the basement at any time. **The resident is responsible for the enforcement of the rules pertaining to their visitor.** Any children visiting the home must be supervised at all times and are not to be left alone. **No visitors are allowed in a resident's room at any time.** Residents may not babysit children in the home. Violation of these rules may result in a **48/7 restriction or a five (5) day in-house suspension.**
- A. Residents will not allow visitors (or other residents) who have been drinking or using any mood-altering substances on the Cronin Home property. Residents should inform staff immediately if a non-resident (or other resident) is under the influence. A resident aiding a visitor (or other resident) who is under the influence without staff knowledge will be given a **five (5) day in-house suspension or possibly a discharge.**
- B. Visitors who are acting inappropriately will be asked to leave by staff.
19. All residents need to be aware of the fire escape routes. A copy of the fire escape route is posted in each resident's room on the back of the room door. Residents are required to exit the facility and cross the street to Silver Lake Park during all fire/bomb (terroristic) warnings and/or drills. Residents are not allowed back into the building until staff has given an "all clear" statement. Violation is a **five (5) day in-house suspension**
20. **Do not borrow, lend, purchase or exchange money or other items to residents while you're living at Cronin Home.** This issue has caused significant problems for residents in the past. Violation of this issue will result in a **48/7 consequence.** In-house thefts will be handled on an individual basis and may lead to discharge and/or prosecution. Please keep your room doors closed and locked to prevent any temptation. Unlocked doors are a rule violation and will result in a verbal written warning. Any large amounts of money or other valuables may be turned into the **Executive** Director to be placed in the safe. **The Cronin Home and its' staff are not responsible for any lost or stolen items.**
21. Tobacco use (cigarettes, vaping, electronic cigarettes and chew) is prohibited in the house. If a resident violates this rule they will be placed on a **48/7 restriction or a five (5) day in-house suspension.** When smoking, please use the ashtrays that are provided throughout the property. If you are using chew, please do not spit on the patios or sidewalks. This is your home, please keep it clean.

22. Verbal and/or physical abuse between residents and/or staff will not be tolerated. **Violations of physical abuse are an automatic discharge.**
23. No sexual relationships are allowed with other residents or on the Cronin Home property. **Violations will be confronted by staff, reported to the Director, and may result in an automatic discharge.**
24. All residents are expected to treat the other residents and staff at the Cronin Home properly **and respectful. Verbal or sexual harassment will not be tolerated, and will result in an automatic discharge.**
25. The bedroom area on the main floor is a private, restricted area to be used only by residents living in that area or by staff. This includes the hallway and bathrooms in that area. Males found in female areas or females found in male areas **will be immediately discharged.**
26. The uni-sex bathroom located in the hallway to the back door is available to all residents. The shower in this bathroom is set up for use by disabled residents only.

Bicycles and Vehicles

27. Each resident is allowed **ONE** bicycle. All bikes must be tagged and recorded by staff. All bikes must be parked and **locked** in any of the bike racks and bike enclosures. No bicycles are allowed in the patio area, leaning against the building/**fences** or anywhere inside the house. Any bikes found locked to the fencing or anywhere other than the bike rack will have the lock cut and the bike removed. The “patio three bike rack” is available for daytime racking only, with **NO OVERNIGHT RACKING** allowed. **No exceptions.** There will be a **verbal written warning** given to residents for violation of this rule.
28. Each resident is allowed one automobile. The Cronin home has only five (5) assigned resident parking spaces. A resident must provide the following to be placed on the waiting list for a parking spot:
 - A) Your name on the vehicle title
 - B) Your name on a current insurance policy
 - C) A current/active driver’s license
 - D) Permission from the **Admin Staff** when the entire above are verified.
 - E) Does not leak fluids.

Residents that have an assigned parking spot must be using the vehicle on a regular basis and not using the spot for storage. **No mechanical repairs are to be made in the resident lot.** This is a safety issue and is strictly enforced. Any cars that are leaking oil or other fluids may not park in the resident lot. No resident vehicles are allowed to park in the driveways, next to the building or any area designated NO PARKING. Violation of these rules will result in a **verbal written warning.**

29. Upon discharge, you will need to make appropriate arrangements for all address changes. A **Change of Address** form will not work. If no forwarding address is provided, all First Class mail

will be returned to sender and all other mail will be destroyed. No mail will be held by Cronin Home beginning on your date of discharge. Please remember **to turn in your room key.**

30. All residents are responsible for maintaining their room key. If a resident should lose their room key or lock themselves out of their room, it will result in a **verbal written warning**. If the key is lost the resident will be charged \$5 to replace the key that is lost.

All residents (upon admission) are to immediately set up a meeting with the Cronin Home Executive Director or will not be considered "admitted". After one week without a meeting the Executive Director may also choose to discharge you.

31. Residents are allowed to switch rooms upon approval of Administration staff and upon meeting these requirements:

- 1.) If they are next in line to move out of their room into an open room
- 2.) Clean their room (vacuum, dust, etc.) upon leaving their room
- 3.) Resident switch items from their storage locker to the new locker
- 4.) The resident will receive the final approval when the staff has approved the cleanliness of the room and storage locker
- 5.) Remain in good standing with staff and residents.

*There is an expectation that **ALL** residents follow staff's orders during all fire, tornado, and bomb drills. **IF** residents do not follow the Cronin Home expectations or orders of staff they will either receive **TWO 48/7 restrictions** or **one 5 day in-house suspension**. (EVEN IF YOU CLAIM YOU DIDN'T HEAR THE ALARM)*

32. Personal phone calls will be made on the resident phones located in the dining. Please give your friends and relatives the resident phone number **(282-8556)**. Non-emergency personal calls for residents that are received on the office phone will be instructed to call back on the resident line. All calls that are made on the resident phone have to be a local land line number (no mobile phones). There is no long distant phone calls that are incoming or outgoing. Calls to your social worker, parole/probation officer, or other case workers that are long distance can be made on a personal cell phone or a phone card. The office phone can only be used in case of an emergency and only with staff approval. The use of cell phones is allowed throughout the house (See Rule #33) yet not to disturb others in any way.

33. Re: Cell phones may only have ringers on between the hours of 7:00 a.m. until 10:00 p.m. Also cell phones must be used in a private setting and not in the PRESENCE of others.

34. Review the ***Personal Property/Storage Release*** and ***Resident Release of Belongings*** waiver's regarding removal of your property. Upon discharge, **YOU ARE EXPECTED TO PACK YOUR BELONGINGS WITHIN TWO (2) HOURS OF DISCHARGE AND REMOVE FROM THE CRONIN HOME PROPERTY. If staff have to pack your belongings, you will be charged a fee and not allowed to live at Cronin Home till that debt is paid. The belonging will be removed after 30 days**

35. Attendance of all monthly staff-directed **House Meetings** is expected for all residents and lack of attendance (*missing two meetings in a row*) of mandatory house meetings will result in a **48/7** consequence.
36. Excessive inappropriate language will be addressed directly to you by staff and possibly other residents, SHOW RESPECT!
37. While residing at the Cronin Home, residents are not to be involved, within the **County** limits, in any activity that may be perceived as panhandling, i.e. begging for money, food, jobs, etc. The consequence for this activity will be an immediate 5-day **in-house** suspension.
38. There may be ONLY ONE (1) resident in the staff/medication office at one time. Please respect the privacy of your fellow housemates. Any resident violating this rule will receive a 48/7 consequence. When in the staff/medication office, do NOT cross the red line under any circumstances, or a 48/7 may result.

WEAPONS ARE NOT ALLOWED ON CRONIN HOME PROPERTY WITHOUT PERMISSION OF THE EXECUTIVE DIRECTOR. THE ONLY WEAPONS ALLOWED WILL INCLUDE KNIVES AND THOSE WILL BE HELD BY STAFF UNTIL NEEDED BY THE RESIDENT AND WILL NEED TO BE CHECKED IN AND CHECKED OUT BY STAFF. NO KNIVES WILL BE ALLOWED IN ROOMS. WEAPONS INCLUDE GUNS/RIFLES OF ANY TYPE, BULLETS/SHOTGUN SHELLS, BATS, CLUBS, ANY KIND OF KNIVES, BOX CUTTERS, AXES, HATCHETS, SWORDS, LOOSE RAZORS, LEGAL/ILLEGAL FIREWORKS AND OTHER TYPES DETERMINED BY THE STAFF AS A WEAPON. IF YOU WONDER IF YOUR ITEM MAYBE CONSIDERED A WEAPON - **ASK STAFF!**

Discharging Residents Please Note: Upon discharge from Cronin Home facility to a non-housing support (**formally** GRH) facility you need to contact Social Services. Social Services need to have your new address as well as you need to/can apply for food support (**SNAP**).

Any rule violation that is not specified in these “Rules and Expectations” will carry a minimum of a verbal written warning

REVIEW, SIGN and COPY NEXT PAGE

Reminder: 4 (four) verbal written warnings add up to one 48/7, 3 (three) 48/7s add to a five-day in-house suspension and more than 1 (one) 5-day in-house suspension may lead to discharge.

