



Kennel Attendants are vital to the wellbeing of all Kings SPCA residence. As the front line staff member working with our animals, they are instrumental in providing a clean, safe, and manageable environment for the residence. The following policy outlines the requirements of a kennel attendant and defines responsibilities government by state law.

Work Times. Kennel attendants must be present and clocked in for work at 8:00am on their assigned day. They will remain clocked in until 1:00pm or 4:00pm as directed by the schedule unless authorized early release or overtime is approved by the Operations Manager, President, or Vice President.

Breaks. Kennel attendants shall immediately begin their duties as outlined in their job description, attending to the animals and their enclosures before any other task are done unless otherwise directed by the Operations Manager, President, or Vice President. Kennel attendants are authorized (1), ten minutes paid break for every four hour period they work in a given day. They are authorized (1), thirty minute unpaid lunch break if they work over six hours. They must clock out and back in for the thirty minute lunch break. A smoke break of less than five minutes is authorized no more than one time per hour. No other breaks are authorized unless permission is granted by the Operations Manager, President, or Vice President.

Place of Duty. Kennel attendants are employed to care for the animals and enclosures as their primary role. This requires their time in which they are “on the clock” be spent in the kennels, and not in the office. Kennel attendants should only enter the office to facilitate an adoption, scan an animal for microchip, vaccinate as directed, retrieve information as directed by management, or if requested to do so by the Operations Manager, President, or Vice President. Loitering, relaxing, or otherwise “hanging out” in the office is not permitted unless on a break as defined above.

Visitors. No visitor to the Kings SPCA shelter shall be allowed into the kennel areas without staff escort. At no time will a visitor be authorized access into the kennels on their own unless granted by the Operations Manager, President, or Vice President. This is a liability issue that must be closely monitored.

Assistance. Kennel attendants shall contact the appropriate management personnel should they have questions or issues that arise during their duty. First, they shall contact the Operations Manager in person if the manager is on duty. If the Operations Manager is off-duty, but a board member is present, they shall take their concerns to the board member on property. Kennel attendants shall only contact the Operations Manager or other board members off-duty if none are present on property or if directed to do so by management directly.

Safety. Safety is paramount at Kings SPCA. Therefore, every staff member must have a radio (“walkie talkie”) on them at all times. Staff shall retrieve a radio during clock in and shall return it prior to clock out. Shall they be in a volunteer status, they should have one on from sign in to sign out. Additionally, no staff member shall allow any dog (including personal) to roam free around the shelter unless direct eye contact is maintained. No dog shall be allowed to roam at all during the kennel cleaning phase of morning duties. No dog may be free roaming while open to the public unless approved by the Operations Manager, President, or Vice President. Public hours are those hours listed on Google Maps or shall be considered open to public anytime a visitor is on property.

Schedule. Should any employee need time off, they should follow the below steps.

- 1- Request for time off must be made by Friday of the week prior.
- 2- Single Days: Find another employee(s) not working on said dates and request a SWAP.
 - a. Example: E1 needs Monday off, E2 Has Monday off.
 - b. E2 works Tuesday and E1 is off.
 - c. E2 agrees to work Monday and E1 works Tuesday.
- 3- Multiple Days: Inform Operations Manager of time period requested.
 - a. Ops Manager will authorize OT for other employees to cover shift. If a key volunteer will be on duty, OT is not authorized.
 - b. The Ops Manager will not cover any Kennel Attendant shift.
 - c. Employee requesting time off can use any PTO they have or will forfeit the pay for said days.
 - d. The schedule will NOT be manipulated to move employees around to cover shifts and allow employee requesting time off to make up hours with work.

Kennel attendants are only paid during the above times unless approved by the Ops Manager, President, or Vice President. Kennel attendants are also volunteers just as other staff. Should they wish to build volunteer time during their non-shift days/times, they are more than welcome to volunteer.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
WEEK 1	Autumn	Hayley	Hayley	Hayley	Hayley	Hayley	Autumn
	Mattea	Amanda	Amanda	Amanda	Amanda	Amanda	Mattea
				Autumn	Mattea	Autumn	
WEEK 2	Autumn	Hayley	Hayley	Hayley	Hayley	Hayley	Autumn
	Mattea	Amanda	Amanda	Amanda	Amanda	Amanda	Mattea
				Mattea	Autumn	Mattea	

A link to the calendar and important documents can be found at <https://kingsspca.org/staff>