

## **Subject: Member/Owner Work Program**

Date Approved/Last Revised: November 2003

Responsible Body: None

References: Sacramento Natural Foods Co-op Bylaws Article II, section 2.07

### **Purpose**

As provided by the By-laws, Article II, section 2.07, Sacramento Natural Foods Co-op (SNFC) shall provide a work/discount program. The intent of the program is to:

1. Increase member/owner participation in the affairs of SNFC.
2. Provide SNFC with a pool of cost-effective labor for selected tasks.

### **Eligibility**

All active members/owners and their designated household shoppers who are willing to comply with member/owner worker standards and guidelines set by the General Manager (GM) and approved by the Board of Directors are eligible to participate in the work/discount program.

Work standards and guidelines for member/owner workers shall be equivalent to SNFC employee standards for labor, dress code, work responsibility, timeliness, safety, and other employee guidelines with member/owner workers subject to the supervision of the GM or his/her designee. Supervising staff shall explain any necessary work standards and guidelines to the member/owner worker.

### **Enrollment in the Program**

Members/owners and or household shoppers interested in working shall attend a new member orientation session and member-worker training.

### **Scope of Duties**

Members/Owners may participate in the work/discount program by:

1. Working in the store.
2. Serving on committees.
3. Serving on the Board of Directors.
4. Working on special projects as approved by the General Manager, Board of Directors, member services coordinator, or an appropriate department manager.

### **Discount**

Each member/owner or member/owner household who contributes six hours of Co-op work during any given month shall receive a 10 percent discount on purchases during the following month. The discount will be in effect during the month(s) following the month in which the work commitment is completed.

Each SNFC Board member shall receive a work credit of six hours each month beginning in the month she/he is installed on the Board.

### **Nontransferable**

Discount privileges are not transferable to other members/owners or other households.

### **Special Dispensation**

In exceptional circumstances, the Board may permit a member/owner who is unable to work the required hours due to a disability to receive a working member discount. The following requirements must be met.

1. The member/owner must have been a working member/owner for at least a year prior to the request for dispensation.

2. If the member/owner is able to undertake some activity, staff will first attempt to assign appropriate tasks. The member/owner may be asked to perform some work from home. The number of hours assigned in this way shall be based on available work and the capability of the member/owner, and is at the discretion of the membership coordinator or other appropriate staff.
3. A member/owner seeking such a discount must make her/his request in writing to the membership coordinator. The request must contain an adequate factual justification, including written verification of limitations from the appropriate physician or health care provider.
4. A member/owner who receives this dispensation must renew her/his request yearly. For members/owners who are temporarily disabled, there shall be a three-month limit for the dispensation; however, an extension may be requested.

The membership coordinator will present these requests to the Board. In making these presentations, the coordinator may also recommend approval or denial. Approval of these special discounts will be limited to 10 per year or a percentage of the total number of working member/owner discounts given, to be determined by the Board.