EMPLOYEE PERFORMANCE POLICY

Purpose: Policies and procedures for documenting employee performance.

Scope: Applies to all hourly employees.

Policies:
I. POSITIVE
   a. Staff members receive a positive employee performance report as needed when they exceed expectations.

   b. Performance reports may be completed by any member of the Recreational Sports Professional Staff or student staff on any student staff member.

   c. Positives write-up could impact promotions.

II. NEGATIVE
   a. Staff members receive an employee performance report as needed when they do not meet department and area standards.

   b. Performance reports may be completed by any member of the Recreational Sports Professional Staff or student staff on any student staff member.

   c. Any action that places patrons or fellow staff members in danger will be treated as a third strike. Examples include but are not limited to: falling asleep during any shift/class, theft, being under the influence of alcohol or drugs, leaving area of responsibility while on the clock or failure to respond in an emergency situation.

   d. Strikes will remain in effect through the academic calendar year. Summer strikes remain in effect for the upcoming academic year.

   e. If an employee works in multiple areas, the area supervisor where the strike occurred, should consult with other area supervisors to determine appropriate action relative to other areas of employment.

Procedure:
I. STRIKES
   a. Strikes may carry different weight depending on your area of employment.

   b. First Strike: Document on personnel file. Will require an informal conversation with area supervisor (student or professional staff) regarding the situation.
c. Second Strike: Probation. The employee will meet with area professional staff about the continuing situation. Employees placed on probation will receive a formal letter that will outline the performance issues, the expectations of the area professional staff and the steps needed to meet those expectations. The action plan will also state a period of time in which these steps are to be achieved. At the end of this time, the employee will meet with the area professional staff to review his/her progress and re-examine the employee’s status with the department.

d. Third Strike: Suspension or Termination. The employee will meet with the area professional staff to discuss the performance situation.