

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.