

## EMPLOYEE EXPECTATIONS

**Purpose:** To outline expectations for employees

**Scope:** Facility Operations Staff

**Policy:**

- I. EMPLOYEE EXPECTATIONS
  - a. All employees are expected to uphold the highest level of integrity and will treat patrons, co-workers, and professional staff with the highest standard of courtesy and respect. The “Ram Fam” is not possible without ongoing positive interactions between all individuals within the Department of Recreational Sports.
  - b. Each employee is expected to conduct her/himself in the most professional manner at all times and complete the duties for which s/he is being paid to the best of her/his abilities.
  - c. All employees have the obligation to report to the Professional Staff if another employee is not performing his/her job in an ethical and moral fashion.
  - d. Employees who fail to uphold these standards may be subject to disciplinary action or termination as needed.

### Facility Ops Staff Discipline Policy

All employees start the academic year with 0 points. Attendants are up for termination at **8** points. Due to the nature of their roles, FMs and PAs are held to a higher standard and are up for termination at **6** points.

*Facility Attendants who have 4 points may not qualify for a promotion to FM*

*Facility Managers who have 3 points may not qualify for a promotion to PA*

- Once a staff member has 6 points, they may be put on a two-week suspension.
- Once a Manager/PA has 4 points, they may be put on a two-week suspension.
- Upon return from the suspension, the staff member may be placed on a temporary probation period. If another infraction occurs while on probation, the staff member may be terminated.
- *A staff member may not be put on suspension/probation more than once an academic year; if a second suspension/probation is needed, the employee may be terminated.*

Staff members may be dismissed immediately and without notice for extreme misconduct or repetitive behaviors (i.e. verbal, physical, sexual harassment, unsage practices, fighting, stealing, dishonesty, reporting to work under the influence of alcohol or other non-prescription drugs).

## **Disciplinary System**

### **A. Warning**

1. If the shift supervisor (Facility Manager/Program Assistant) and/or Professional Staff feels the violation was unintentional and/or was the first occurrence of a minor infraction, a Warning will be issued. The employee will receive a written notice of the documentation and any further actions that are to take place. Once a warning has already been given for a specific issue, any repeat occurrences within the same Academic Term may result in points.

### **B. Points**

1. If the shift supervisor (Facility Manager/Program Assistant) and/or Professional Staff feels the violation was made with intent, has been made on multiple occasions, or met the criteria for misconduct, points will be issued. The employee will receive a written notice of this documentation and any further actions that are to take place.
  - a. Employees may be terminated from their position in the Facility Operations area depending upon their number of points within an academic calendar and/or the severity of the incident
  - b. Managers will handle all minor infractions at the time of their occurrence. If a staff member has the same recurring minor infraction, it will be reported via a performance report. A disciplinary meeting may then be scheduled with the Facility Coordinator and/or the Facilities Graduate Assistant as discussed in the Disciplinary Meeting section of this policy.
  - c. Managers are responsible for discussing the situation during the shift and completing a write-up after the other manager or staff has been notified that they will be written up.
  - d. Managers reserve the right to send any other manager or staff member home due to a major infraction that would affect their work performance (ex. being inebriated at work). Professional Staff may follow-up with any major infractions with a meeting and formal documentation.

### **C. Disciplinary Meeting**

1. Professional Staff reserves the right to request a meeting with employees as a part of the disciplinary process. The employee will receive a notice of the request to meet, and failure to respond/meet may result in further disciplinary action.
2. These meetings serve the purpose for the employee to review the staff and position-specific expectations, discuss the current disciplinary standing, allow the staff member the

space to explain why expectations were not met, and then create a solution with the supervisor to prevent future occurrences.

#### **D. Suspension**

1. Professional Staff may issue a suspension after a certain amount of points or depending on severity of incident as discussed above. The employee may be given notice of their suspension during a meeting with Professional Staff. Once the suspension period has been served, the employee may return to work. If any work-related training were missed during the suspension, the student must make these up.

#### **E. Excused Calls**

1. Family Emergency
2. Academic change
3. Illness
4. Medical appointment
5. Car accident

*Other situations are up to the discretion of professional staff*