

STAFF TRAINING

Purpose: To outline steps for training Facility Operations Staff

Scope: Facility Operations Staff

Policy:

- I. TRAINING POLICY
 - a. Recreational Sports employee training will take place prior to beginning employment in an effort to familiarize all employees with important policies and procedures. Additional fall and spring semester trainings will be held prior to the beginning of the semester. All staff trainings are mandatory unless excused by a professional staff member.

- II. RamseyOPS STAFF TRAINING DESIGN
 - a. The following must be completed before first official shift:
 - Onboarding training
 - Shadow Shifts
 - Training checklist signed off by employee and approved by Professional Staff, Graduate Assistant, or Program Assistant

- III. Event Management STAFF TRAINING DESIGN
 - a. The following must be completed before first official shift:
 - Onboarding training
 - Shadow Shifts
 - Training checklist signed off by employee and approved by Professional Staff, Graduate Assistant, or Program Assistant