

EMPLOYEE PERFORMANCE POLICY

Purpose: Policies and procedures for documenting employee performance.

Scope: Applies to all hourly employees.

Policies:

I. POSITIVE REPORTS

- a. Staff members receive positive performance reports as needed when they exceed expectations.
- b. Performance reports may be completed by any member of the Recreational Sports Professional Staff or student staff.
- c. Positive write-ups could impact promotions.

II. NEGATIVE REPORTS

- a. Staff members receive negative performance reports 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.
- c. Not all performance reports will result in strikes. This discretion is up to the area supervisor.
- d. Any action that places patrons or fellow staff members in danger will be treated as a third strike and could lead to immediate termination. Examples include, but are not limited to: falling asleep while on the clock, theft, being under the influence of alcohol or drugs while on shift, leaving your area of responsibility for extended periods of time, failure to respond in an emergency situation, or falsifying payroll.
- e. Strikes will reset after each semester.
- f. If an employee works in multiple areas, the area supervisor where the strike occurred should consult with other area supervisors to determine appropriate action.

Procedure:

I. STRIKES

- a. Each area will determine what they deem a "strike". Strikes may carry different weight depending on your area of employment.
- b. All strikes must be documented on the employee's personnel file.
- c. All supervisors must communicate strikes and disciplinary action in writing via email. Email correspondence can be completed in conjunction with in-person communication.

- d. **First Strike:** Area supervisors may have an informal conversation with the student regarding the situation.
- e. **Second Strike:** Second strike will require a more formal conversation regarding the situation and expectations moving forward. Area supervisors may choose to place the employee on probation.
- f. **Third Strike:** Suspension or termination. Depending on the situation, the area supervisor may place the student on suspension – this could include being sent home for the day, the week, or even the remainder of the semester. The supervisor will have a formal meeting with the student once they return from suspension to determine if they will continue working for Rec Sports. Area supervisors may choose to terminate the employee if deemed necessary.
- g. Should a student return from a suspension and receive another strike, the area supervisor may terminate the employee.