

Marketing and Communications Staff Expectations

Purpose: To outline expectations and discipline policy for employees

Scope: Marketing Staff

- I. Disciplinary System
 - a. First incident:
 - i. Professional Staff will reach out to schedule a meeting with the individual
 - ii. If the 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.
 - b. Second incident:
 - i. Professional Staff will reach out to schedule a meeting with the individual
 - ii. The student will receive a strike
 - c. Third incident:
 - i. Professional Staff will reach out to schedule a meeting with the individual
 - ii. The student will receive a second strike and may be put on probation
 - d. Third incident:
 - i. Professional Staff will reach out to schedule a meeting with the individual
 - ii. The student will receive a third strike and may be terminated
- II. 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 themselves in the most professional manner at all times and complete the duties for which they are being paid to the best of their abilities.
 - c. All employees have the obligation to report to the Professional Staff if another employee is not performing their 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.
 - e. Maintain good standing with the University of Georgia, which could include standing relating to conduct issues through the Office of Student Conduct.

- III. WORKPLACE STANDARDS:
- a. All reading and homework is prohibited while working.
 - b. Personal conversations must be kept to a minimum, PG rated and non-discriminatory. Keep in mind that conversations may be overheard by anyone. Be respectful of others around you and those who may be on the phone by keeping the volume of your voice at a professional level.
 - c. Cell phones and other personal electronic devices are not allowed while working.
 - d. Clock in, wear proper attire and report to their respective work stations by the time their shifts begin.
 - e. Perform duties in job description and as assigned.
 - f. Maintain clean, safe and organized work stations.
 - g. Take the initiative to make suggestions for improvement.
 - h. Be responsible for finding shift coverage and notifying appropriate people for shift changes.
 - i. Be mindful that language has consequences in regard to verbal or written conversations including but not limited to phone, social media and e-mail.
 - j. Work hard, be proactive and complete their daily tasks in a timely and efficient manner.
 - k. Work cooperatively with coworkers and other Recreational Sports staff.
 - l. Employees must know and exemplify the department's Mission, Vision and Values at all times.
 - m. Other duties as assigned.