

## STAFF MEETING POLICIES AND PROCEDURES

**Purpose:** These policies and procedures are used to keep all Fitness & Wellness staff informed and up-to-date on the events of the department.

**Scope:** These policies are used for all the Fitness & Wellness Staff.

### **Policies:**

#### I) FITNESS & WELLNESS STAFF MEETING POLICY

- a) Attendance is REQUIRED for all staff meetings unless the staff member has been excused by the F&W professional staff.
- b) All team members are required to attend staff meetings (excluding non-student Group Fitness Instructors).
  - i) Any problems concerning established meeting times should be brought to the attention of the F&W professional staff. If the meeting is missed, arrangements must be made with the area program assistant or graduate assistant for a discussion of information that was missed.
  - ii) Failure to notify the F&W professional staff 48 hours in advance that you will miss a meeting will result in an automatic strike.
  - iii) Each unexcused absence from staff meetings will result in a strike.