

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.
- b. Each employee is expected to always conduct themselves in the most professional and ethical manner.
- 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.

II. ACCOUNTABILITY SYSTEM

- a. The Facility Operations team operates using the departmental Accountability System as outlined in the Departmental Handbook.
- b. The following situations may warrant disciplinary action:
 - i. Arriving late to a scheduled shift, training, or meeting
 - ii. Missing a scheduled shift, training, or meeting
 - iii. Lack of attentiveness on shift
 - iv. Phone usage on shift
 - v. Not dressed in the appropriate uniform
 - vi. Insubordination or disrespectful behavior
 - vii. Eating at your workstation
 - viii. Completing homework or reading at your workstation
 - ix. Working out while on the clock
 - x. Sleeping on the clock
 - xi. Excessive chatting with friends while on the clock
 - xii. Not completing necessary tasks on shift
 - xiii. Playing explicit music at your workstation
- c. The following situations may warrant immediate termination:
 - i. Arriving to work under the influence of drugs or alcohol
 - ii. Sleeping while on the clock
 - iii. Falsifying payroll
- d. This is not an all-encompassing list. There are many situations that could warrant disciplinary action that may not be included in the list above.

- e. Managers are responsible for completing Accountability Reports in Connect2 to notify Professional Staff of various incidents. No incident should go unreported.
- f. All disciplinary action is up to the discretion of the Professional Staff. A report will not necessarily constitute disciplinary action.
- g. Each area within Facility Operations may have their own specific expectations for on-the-job responsibilities or professionalism. Please refer to your individual supervisor for questions or clarification.
- h. If you work in multiple areas within Recreational Sports, your accountability points will carry weight in each area. If you are terminated from one area, you will be terminated from the other.