Campus Recreation
Student Employee Handbook
Our Mission
The mission of Campus Recreation is to provide recreational programs and facilities to the University community with an emphasis on meeting student needs.

The services offered provide life enhancing, recreational opportunities for the physical, mental, and social interests of the individual.

Campus Recreation takes great pride in providing students, faculty, and staff with the opportunity to balance work and recreation through a variety of programs, services, and facilities.

What is Campus Recreation?
Campus Recreation is an office within the Division of Student Services. The Campus Recreation Office maintains and operates the Donald S. Spencer Student Recreation Center, Vince Grady Field, Harry Mussatto Golf Course, the Sipolt Memorial Disc Golf Course, and numerous other outdoor facilities. Programs include intramural sports, sport clubs, Rec Events, fitness services, and aquatics.
PROGRAMMING AREAS

Aquatics | Pat McGrath
- Mile High Club and Duck Club
- Family Swim
- Lap/Open Swim
- Private Rentals
- Swim Lessons
- wiu.edu/aquatics

Fitness Services | Kelley Kenady
- Personal Training, Fitness Assessments, and Introduction to Cardio and Weight Equipment
- Group Fitness Classes including TRX Bootcamp, Kickboxing Fit Challenge, Aqua Zumba, Cycle Circuit and more
- Wellness events such as blood pressure screenings, health fairs, Tanita Scale Screenings
- Fitness incentive programs
- Chair Massage with Tammy Miller, licensed massage therapist
- wiu.edu/fitness

Intramural Sports | Dustin Van Sloten | Play it your way!
- Comprehensive array of activities, a friendly and knowledgeable staff, and a safe playing environment
- Social, competitive, and sporting in nature
- Encouraging and promoting the value of fair play and a healthy lifestyle
- Leagues, tournaments and one-day events
- Men’s, women’s and co-recreation divisions
- Competitive, intermediate, and recreational levels of play
- wiu.edu/intramurals

Outdoor Pursuits | Pat McGrath | What have you done today?
- Outdoor events such as camping, canoeing, hiking, climbing and more
- wiu.edu/outdoors

Rec Events | Judy Yeast
- Variety of events geared toward student interests and/or philanthropic causes
- Late night “Rocky After Dark” and co-sponsored programming
- Big Pink Volleyball, eXtreme Dodgeball for Diabetes, Rocky N Roller Skate, Nerf Ops, Jackie Robinson Wiffleball Tournament, World Cup Soccer Tournament, Family Day, Moms’ and Dads’ Weekends events
- wiu.edu/recevents

Sport Clubs | Nick Knowles
- Student-driven and governed
- Opportunity for personal skill development and experiential learning among peers
- Compete against other colleges and universities in leagues, tournaments, and matches
- wiu.edu/sportclubs

Fall 2014
Graduate Assistants
- Brandon De Cook
- Alaina DiGiorgio
- Tiara Cash
- Leslie Ducay
- Sara Frederick
- Alyssa Gauldrault
- Austin Hetzer
- Nick Maentanis
- Stephanie Nielsen
- Scott Poulos
- Kyle Randolph
- Emily Sparks
- Patrick Thomas

CUSTOMER SERVICE IN CAMPUS RECREATION

We want our customer to receive the highest level of service by our student employees. Here are some recommendations to help student employees in their interaction with our participants:

Communication
We pride ourselves on our standards of communication; the lines of communication are always open. We strive to ensure that our information will be accurate and concise.

Risk Management
We want to offer a safe environment for programs. The safety of our participants is of the utmost importance. There are inherent risks involved in all recreational and competitive programs. The participants in Campus Recreation should be aware that involvement is voluntary.

Environment of Learning
As an integral part of the Division of Student Services within an institution of higher learning, we strive to provide an opportunity for students to benefit from their leisure pursuits by encouraging the development of healthy lifestyles. We provide recreational opportunities that promote a total wellness concept for the total well being of each individual.

Consistency of Attitude
We want our customers to always experience a positive attitude from our entire work force. We strive to create an atmosphere that enhances campus life, supports the mission of the University, and provides opportunities for interactions that foster intellectual development and cultural harmony.

Student Personnel Guidelines
Each individual employed by Campus Recreation is a valued, personal representative of the University. Employees are expected to be sensitive and responsive to the individual needs of our participants, including students, faculty, staff, administrators, and visitors to WIU.

To support the highest standard of quality services to which Campus Recreation is dedicated, each employee is expected to practice the following:

Pride of Ownership
As employees of Campus Recreation, we should strive to ensure that we always go above and beyond the call of duty to assist our members and guests. We must take great pride in our programs.

Courtesy and Respect
As employees of Campus Recreation, we should be courteous and display a positive, helpful attitude. Remember that a smile is a universal language. Address each member of the Center by name when possible. Introduce yourself to others with whom you interact and, if applicable, describe your role. Respect each person’s right to quality service and self-respect.

Course of Action
As employees of Campus Recreation, we should acknowledge all problems and complaints, and attempt to resolve them immediately whenever possible. If you cannot resolve a problem, find someone who can. Tell the person when he/she can expect to receive a response. If there is a delay in delivering a service, help the person understand the reasons for the delay.

Professionalism
As employees of Campus Recreation, we should perform all duties in a courteous, prompt, and professional manner. Interact with fellow employees in a considerate, helpful manner that exemplifies teamwork. Assume responsibility for maintaining a clean, safe, and attractive work environment.
How to recognize an excellent employee in Campus Recreation

- Positive Attitude
- Punctuality
- Professionalism
- Surroundings Awareness
- Learning Attitude
- Reflection of Campus Recreation mission
- Flexibility in Scheduling
- Extra Effort
- Problem Solver
- Responsible
- Highly Motivated
- Exhibits Initiative
- ______________________
- ______________________
- ______________________

Drew Dudley “Everyday Leadership” - TED Talks

Dress Code

Appropriate attire for workers is listed below:
- You will be issued one Rocky’s Rec Crew staff shirt to wear with shorts, pants, or skirts. (Additional shirts may be purchased in the Campus Recreation Office.)
- Student employees must wear the Rocky’s Rec Crew staff shirt at all times while on duty.
- Campus Recreation nametags are to be worn on the front of the staff shirt at chest level on the right side at all times while on duty.
- The inseams of shorts must be a minimum of four inches long. Boxers (worn as shorts), cut-offs, mini-skirts, sweatpants, workout clothes, pajama pants, medical scrubs, and patched, faded, frayed, torn, or bleached-out jeans are not acceptable dress.
- Hats, caps, kerchiefs, and sunglasses may not be worn inside Campus Recreation facilities.
- Closed-toe shoes must be worn by student employees at all times with the exception of lifeguards while on duty.
- During cold weather, if you need additional clothing for warmth, please discuss this with your supervisor.
- The first time you arrive at work without proper attire, you will be sent home to change and the incident will be documented.
- Additional Dress Code Standards exist for students who work as intramural officials, group fitness instructors, lifeguards, and personal trainers.
- Student employees who do not follow this dress code will be subject to disciplinary action which could result in the loss of their position.

Although there are many different employee groups in Campus Recreation, dressing appropriately for your position sends a professional and welcoming message to our patrons. It is important for Campus Recreation employees to project a neat, clean, identifiable, and professional image.

Breaks

- At the discretion of the appropriate supervisor, you may take a 10-minute paid break for every continuous 4-hour shift.
- Eating and drinking while on break may only be done in the Oasis or Break Room.
- At the discretion of the appropriate supervisor, an employee who works a minimum of a 7.5 hour continuous shift may take a non-paid, one-hour maximum lunch break.
  - The lunch break may not occur at the beginning or end of a shift or be used in conjunction with a paid break.
  - If for some reason, you cannot leave your work area for a break, you are not to eat in an area visible to our customers.
Absence and Tardiness Policy

You are a member of our team and what you may not do impacts our entire team. Student employees are responsible for getting their shifts covered. Speak with your direct supervisor to find out how he/she would like these scenarios handled.

- If you are ill and cannot fulfill your shift, you must call your supervisor. If you need assistance in reaching your supervisor call the Front Desk at (309) 298-2797 or the Campus Recreation Office at (309) 298-1228.
- Do not leave a message as the supervisor may not get it in a timely manner.
- If you do not come to work or do not speak with your supervisor, you are subject to disciplinary action which could lead to termination.
- Unauthorized absences of two or more consecutive shifts without notice will be considered as a voluntary dismissal, and you will be removed from the work schedule.
- The following list contains examples of absences that may be excusable if communicated to your supervisor.
  - Time off for a workers’ compensation injury
  - Jury duty
  - Military leave
  - Emergency situations beyond your control
  - Death of a family member
  - Illness/Accident (verifiable)

Substitute Policy

Occasionally an employee may need to obtain a substitute for a shift. If you find you are unable to work a scheduled shift, you are responsible for securing a substitute from within your area. Student employees are responsible for getting their shifts covered. Speak with your direct supervisor to find out how he/she would like these scenarios handled.

Evaluations

Each supervisor will complete an evaluation of his or her student employees at the end of each semester and at the end of employment. Evaluation forms are kept for future reference calls. Students are evaluated on:

- Quality of Work
- Quantity of Work
- Comprehension of Job Procedures
- Reliability/Dependability
- Attitude Toward Work
- Judgement
- Professionalism
- Cooperation
- Initiative
- Leadership
- Communication
- Handling Conflict
- Creativity
- Integration of Prior Learning

In order to best serve our membership, we cannot afford miscommunication about assigned shifts. Unauthorized and unnecessary absences jeopardize your employment and unfairly burden other employees.

Timesheets/Payroll

- You should log in your time on your timesheet when you arrive for work, and log out when you leave work daily.
- The time sheets are a semi-monthly legal record of your hours. Please be very accurate in recording your time and area of work.
- Time sheets are kept in a 3-ring binder in each program area. Additionally, each shift, employees must swipe in and out on the online time card system (TimePro). You are paid for the hours you have swiped in. If you missed clocking in, you must notify your supervisor with the correct clock in and out time and day and date for your shift.
- If you do not have an authorization on TimePro, please notify your supervisor immediately or you will jeopardize getting paid.
- The supervisor retains the completed time sheets.
- If you feel there might be an error in your timecard, contact your supervisor.

 REQUIRED TRAINING

Ethics Training

University employees must complete Ethics Training on an annual basis. The University will notify you by e-mail and provide instructions to you concerning when and how to participate in annual Ethics Training. You must complete the Western Illinois University Ethics Training within the time limit stated in the e-mail and provide your supervisor with a copy of the certificate of completion. If not completed, your employment could be terminated.

Sexual Harassment Training

University employees must complete Sexual Harassment Training on an annual basis. For many people, “sexual harassment” is an emotionally charged topic, loaded with confusion and uncertainty. This is unfortunate, because sexual harassment can be readily understood.

Student Employee Training Day

Each Campus Recreation employee must attend scheduled student employee training sessions. Training will cover area specific skills as well as Campus Recreation policies.

In-services/Employee Group Training Meetings

Employee areas may require additional in-services and training meetings such as those for lifeguards and officials. Employees are required to attend these meetings and will be notified when they will occur by their supervisor.

Campus Recreation strives to make employee training fun and valuable. Each employee group has specific duties for which employees receive additional training.
EMPLOYEE RECOGNITION

Employee Promotions
• A promotion may require the employee to pass a written test, be interviewed, or acquire certain certification/training prior to scheduling.
• Student employees may be cross-trained in other areas of Campus Recreation.
• Individuals interested in promotion and growth within Campus Recreation should contact their supervisor.

Student Employee of the Month
• Each month, up to two student employees will be recognized for outstanding work performance. Nominations and selections are made at the Campus Recreation staff meeting.
• Student Employees of the month receive a gift certificate for a free lunch buffet at Larry A’s Pizza and have their picture posted in the Spencer Student Recreation Center.

Catch Me at My Best
• If you do something that makes a member’s day or exceed their expectations, you might just get “caught at your best”.
• Members or fellow employees may submit a “Catch Me at My Best” card to recognize the performance and extra effort of our employees.
• After a review of the nomination, the recipient will receive a pin to wear on their Campus Recreation shirt. The first time employees are “caught at their best” they will receive a gold pin.
• Each subsequent time an employee is “caught at their best” they will receive a different color indicating their level of distinguished service.

THE FISH PHILOSOPHY

What is the Fish Philosophy?
One drizzly day in a small fish market on the West Coast, a group of workers muddled through their jobs of chopping and selling fish. Suddenly, there was a revelation: If they had to show up and do these somewhat mundane tasks anyway, why not HAVE FUN?
The employees of the fish market started to change their attitudes. It became common to see fish flying across the bins of the kiosk. Shoppers were brought into the act, and were prompted to catch the fish being thrown across the room. Businessmen from the commercial buildings across the street began to come during their lunch hours just to watch the spirit of play being such a success in the workplace.
Eventually, the workers of the fish market developed an entire philosophy about work, which involves the following rules.
The four key points of the philosophy are:
• **Play** - have fun and create energy at home or at the office.
• **Make their day** - how can you engage fellow employees and students to make each other’s day?
• **Be Present** - How can you make sure you are fully available and aware during conversations with people? It is about creating a greater sense of intimacy between individuals.
• **Choose Your Attitude** - Each day you choose how you are going to act or which “side of the bed” you wake up on. The choice is yours and, the way you act, affects others.

TRAINING AND DEVELOPMENT

Campus Recreation is dedicated to providing all student employees with staff development and training programs in an effort to provide personal and professional growth and to improve service to students, faculty, and staff. Staff training and development programs will be provided on an ongoing basis. Whether your future chosen field is within Campus Recreation or not, we hope to teach you important transferable skills that you will be able to take with you to whatever career path you choose. Customer service, time management, and conflict resolution are some of the many skills you will need to be competent in working with Campus Recreation. These same skills will be required in whatever profession you choose.

At Campus Recreation, we believe an on-campus position is more than just a job; it is an opportunity to develop professionally and personally outside the classroom.
As a WIU student employee, you are beginning to develop transferable skills and competencies from your work experiences that you will use throughout your life. Campus Recreation student employees are not only earning a paycheck but also gaining valuable life and career skills while motivating and instilling confidence in others.
Campus Recreation aims to provide student development and aspires to ensure its student employees develop skills in communication, leadership, time management and responsibility.

Campus Recreation is all about empowering students, and student development is at the core.

<table>
<thead>
<tr>
<th>Training and Development Plan</th>
<th>Completed By</th>
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<tbody>
<tr>
<td>Step 1 Employee Orientation</td>
<td>First Week</td>
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<tr>
<td>Step 2 Basic Workplace Skills</td>
<td>First Week</td>
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<tr>
<td>Step 3 Career Development</td>
<td>First Week</td>
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<tr>
<td>• Career Development Plan (returners)</td>
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<tr>
<td>• Learning Outcomes</td>
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<td>• Experiential Learning</td>
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<tr>
<td>Step 4 Leadership Training</td>
<td>September/October</td>
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<tr>
<td>• SPARK (First Year)</td>
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<td>• O2E (Returners)</td>
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<tr>
<td>Step 5 Reflection Meeting #1</td>
<td>October</td>
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<tr>
<td>Step 6 First Semester Evaluation</td>
<td>December</td>
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<tr>
<td>Step 7 Reflection Meeting #2</td>
<td>February/March</td>
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<td>Step 8 Leadership Training</td>
<td>March/April</td>
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<tr>
<td>• Start2Finish</td>
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<tr>
<td>Step 9 Second Semester Evaluation</td>
<td>May</td>
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<tr>
<td>Step 10 Student Employee Survey</td>
<td>May</td>
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</table>
Learning Outcomes for Campus Recreation Student Employees

1. **Teamwork**
   The student employee should be able to work well as a team with fellow co-workers and campus recreation staff.

2. **Communication**
   The student employee should be able to communicate effectively with students and staff.

3. **Critical Thinking/Decision Making**
   The student employee should be able to make effective and timely decisions, assess situations or circumstances and draw sound conclusions.

4. **Conflict Management**
   The student employee should be able to identify sources of conflict between oneself and others, or between other people, and taking steps to overcome disharmony.

5. **Commitment**
   The student employee should be able to be responsible, reliable, dependable, and committed to their job.

6. **Social Responsibility**
   The student employee should be able to understand ethics, social responsibility and cultural diversity, and the ability to consider the impact of their conduct and actions.

7. **Leadership**
   The student employee should be able to influence others in a positive way.

8. **Time Management**
   The student employee should be able to manage several tasks at once, setting priorities, and allocating time efficiently in order to meet deadlines.

Ultimate Outcomes for Campus Recreation Student Employees
By completion of their college career with campus recreation, the student employee will have:
- Developed their work skills and knowledge
- Became more mature in their thinking
- Assumed greater responsibility
- Expanded their interpersonal skills
- Became an effective leader

A good leader must also be a good follower.
Many people will keep on using failed strategies because the mediocrity that comes with tradition is more comfortable but we should view them as experiential learning environments, especially being at a university. The lessons we learn It's easier to repeat the mistakes of the past than to address the future with fresh ideas and creative solutions. Many potentially brilliant minds are trapped by their attachment for doing things the way they've always been done.

We all want to be successful in life, in our jobs, in our classwork, in our relationships, in our finances, and in our health. We have an end goal in mind for each of these areas. I want to get promoted, I want to graduate, I want to get married, I want to have lots of money, and I want to be strong and healthy. But whatever reason, we fail to reach our goals.

The world today is full of people are content with good enough. There is no time to strive for excellence or attempting to do more than the excitement of doing something different. When we do what we've always done, the outcome is predictable. Doing what you've always done won't produce results you've never achieved.

**START2FINISH**

This is an optional program for campus recreation student employees that will be offered during the spring semester.

Most of us look forward to the start of a new semester. We often say, “This semester I am really going to focus on getting good grades.” But after a few weeks we forgot making that promise to ourselves. We are excited about our new job. We can't wait to get to work and we love who we are working with. We feel it will be nothing like our last job. After a few weeks, that exciting new job becomes a grind. We set out to lose weight or get in shape. So we start working out every day. After a few weeks we realize, “this is work” and “this is hard”. We end up quitting because we thought it would be easier than this.

The problem is that once the newness wears off, it's real easy to start taking things (and people) for granted. Of course, we like to think “that's not going to happen,” especially when it comes to that special relationship. But it does happen, and we've all seen it happen. Maybe it's even happened to you! That's where the old saying comes from: “I never realized what I had until I lost it.” The truth is, they realized it at some point, but then the newness wore off and they forgot.

We often get caught off guard when someone actually carries out his or her responsibilities with excellence. When mediocrity is the norm, excellence becomes the exception.

We will never be discovered by walking the path of mediocrity. We must be willing to rise above the norm and pursue a quality of life that few ever achieve. Most of the people we celebrate at being extraordinary are simply normal people who refused to accept mediocrity as the standard of excellence. We as Campus Recreation employees aim to give that spark to help make people's day and help them get the extra energy needed to reach their goals. Just imagine if we all created that energy and enthusiasm. One spark can start a fire, however can you imagine what a bunch of flying sparks can do?

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We all want to be successful in life, in our jobs, in our classwork, in our relationships, in our finances, and in our health. We have an end goal in mind for each of these areas. I want to get promoted, I want to graduate, I want to get married, I want to have lots of money, and I want to be strong and healthy. But whatever reason, we fail to reach our goals.

Start 2 Finish will help you deal with and conquer the bumps in the road that halt success, and help motivate you to finish the race you have started. It will help you stay focused in your job, school, relationships, finances, and health!
GENERAL POLICIES AND GUIDELINES

WESTERN ILLINOIS UNIVERSITY

GENERAL STUDENT EMPLOYMENT POLICIES

• Student employees may not work more than 20 hours per week or 8 hours per day during the academic year.
• Falsification of hours worked is grounds for immediate dismissal. Students suspected of falsifying time cards will be referred to the Director of Campus Recreation.
• Payroll is prepared every two weeks beginning on Mondays. If you work between August 18 and August 31, you will receive your paycheck on September 12. A direct deposit form must be completed and filed with Payroll. Paychecks must be directly deposited into your personal bank account.

CAMPUS RECREATION

GENERAL EMPLOYMENT GUIDELINES

The following guidelines are designed to assist each of you in doing a conscientious and effective job.

Communication

• All messages and pertinent information must be relayed to the person relieving you.
• To ensure privacy, Campus Recreation employees’ telephone numbers should only be given to co-workers or supervisors.
• If your replacement for the next shift doesn’t show, please notify the supervisor on duty immediately.
• Cell phones are not to be used at work except in the case of emergency on the intramural fields.

Computer Use

• Computer use is limited to that which is required to perform your duties.
• Cell phones are not to be used at work except in the case of emergency on the intramural fields.

Customer Service

• Assist Spencer Student Recreation Center patrons in a professional and courteous manner.
• Uphold all of the Spencer Student Recreation Center rules and regulations. Be consistent with rule enforcement.

Employee Availability

• All student employees must be available for weekend duty.

Employee Records

• Employees may receive a written commendation for outstanding performance or a written notification when performance is below expectations. These notices will be placed in their employee file and can be used as a reference for employee evaluations.

Employee Training

• You are required to attend each semester’s employee training. You may also be required to attend in-services and/or staff meetings.
• All Campus Recreation first line responders are required to be CPR/First Aid/AED certified within 30 days of their original employment date. (National Safety Council or Red Cross certifications are provided free of charge to all frontline responders who are Campus Recreation employees.
• You must know the Emergency Procedures in your area. If any injury or accident occurs, notify the supervisor on duty immediately.

Not Permitted While on Duty

• When you are on duty, participation in individual leisure activity is NOT allowed.
• Friends, acquaintances, or significant others should not visit/socialize with you while you are on duty.
• Wearing of headphones, playing of electronic games, MP3s, or cards are not allowed during working hours unless approved by your supervisor.
• Doing non-work related tasks (including reading magazines, newspapers, books, or doing homework) is permitted at your workstation with the permission of your supervisor. In the event that your job performance and/or customer service skills are not exemplary, these privileges will be terminated immediately.

Employee Discipline

All Campus Recreation employees are required to follow the policies, procedures, and expectations of Campus Recreation. Additional expectations, are found in the Code of Student Conduct

Student employees who fail to adhere to these standards, policies, etc. will be addressed with a written notice. The notice includes a summary of the incident; the action taken by the staff member, grad or lead; and the employee's comments. This form will be forwarded to the employee's supervisor for his/her comments/actions.

Campus Recreation also utilizes a Disciplinary Points System for actions of discipline. The point system allows for the uniformity of disciplinary consequences, resulting in an objective disciplinary system. As a part of write-ups, student employees will be assessed points for each disciplinary policy violation. Shift reports will serve as the primary source of information regarding employee actions. However, professional and graduate staff observation and nightly reports will also be used to monitor employee performance. Some actions may be area-specific or may not apply to a certain employee's area. Your supervisor will share the Disciplinary Points System with you during employee training.

Below are a few examples that may warrant varying point levels of discipline depending upon the severity of the situation. Please see complete policy for additional actions.

• Arriving late or leaving early from work without permission.
• Failure to perform your job in the proper manner.
• Failure to follow a directive given by a supervisor.
• Failure to display appropriate behavior.
• Showing up for work under the influence of drugs, alcohol, etc.
• Missing a work shift or in-service/training meeting.

While Campus Recreation strives to reward positive actions by employees, it also requires employees to follow policies and procedures or face disciplinary action.

“The Benefits Will Last A Lifetime”
Rocky’s Rec Crew Disciplinary Points System

Introduction
The point system allows for the uniformity of disciplinary consequences, resulting in an objective disciplinary system. As a part of write-ups, student employees will be assessed points for each disciplinary policy violation. Shift reports will serve as the primary source of information regarding employee actions. However, professional and graduate staff observation and nightly reports will also be used to monitor employee performance. Some actions may be area-specific or may not apply to a certain employee’s area.

Points
Points will be assigned as follows:

<table>
<thead>
<tr>
<th>Action</th>
<th>Points</th>
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<tbody>
<tr>
<td>Missed Shift (No call/no show)</td>
<td>5</td>
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<tr>
<td>Tardy Exceeding 10 minutes</td>
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<td>Leaving a shift early</td>
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<tr>
<td>Failure to comply with authority, policies, or procedures</td>
<td>2</td>
</tr>
<tr>
<td>Disrespectful behavior to patrons or staff</td>
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<tr>
<td>Unexcused absence from staff meeting/training</td>
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<tr>
<td>Tardy equal to or less than 10 minutes</td>
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<tr>
<td>Dress Code Violation/Not in uniform</td>
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<tr>
<td>Cell phone use/personal phone calls</td>
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<tr>
<td>Not prepared for shift/meeting</td>
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<tr>
<td>i.e. no typed program (Personal Trainers), lights and music on with choreography ready (Group Fitness)</td>
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<tr>
<td>Failure to leave a clean workplace</td>
<td>1</td>
</tr>
<tr>
<td>i.e. (not cleaning up fields (Intramurals), leaving dishes/personal belongings in back room (Front Desk or Office), clothes/personal belongings not in locker (Lifeguards)</td>
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<tr>
<td>Improper behavior</td>
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<tr>
<td>i.e. Use of internet for non-WIU Websites (Front Desk and Equipment Room), Not wearing rescue tube strap with tube across lap (lifeguards)</td>
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<tr>
<td>Incomplete shift report, inventory, area counts, or daily checklist</td>
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</tbody>
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Notification of Points
Student employees will be notified of points as they accrue. Student employees may inquire about their point total at any time throughout the semester.

Protests
Points will be assessed for all actions. However, situations such as family emergencies, sudden illness, etc. inevitably arise. If you feel that your situation is an exception and the points assessed are unjustified, you may submit a protest. All protests must be submitted to the designated person within 10 days of the notification of points. Protest should be made with the appropriate supervisor. Protests will be reviewed by supervising professional and graduate staff.

Consequences
The following consequences will be applied as a part of the point system:

<table>
<thead>
<tr>
<th>Consequence</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic Employee Termination</td>
<td>10</td>
</tr>
<tr>
<td>Probation Period</td>
<td>6</td>
</tr>
</tbody>
</table>

When a student employee accrues 6 points, he or she will be placed on two weeks probation. During the probationary period, employment will be automatically terminated if any additional points are accrued. Upon completing the two-week probationary period without additional points, the employee’s total will return to 5 points.

Exceptions
In addition to the policies stated here, employment may also be automatically terminated with cause by the supervising professional staff member.

Points Reduction System
Points accrued will be reduced by half at the end of the fall semester. At the end of the spring semester, all point totals will be reset to zero. Supervisors may also reduce points for good feedback reports or performance reviews.

The point system allows for the uniformity of disciplinary consequences, resulting in an objective disciplinary system.
INJURIES AT WORK

If you are injured at work, you must follow the procedures outlined below:
1. Report the injury to either a professional staff member, lead supervisor, or your supervisor immediately or as soon as possible.
2. Assist the individual who is assisting you to fill out an injury report form.
3. Report the injury even if it is minor and does not require treatment. If treatment is necessary at a later date, there is a documented record of the injury.
4. Depending on the severity of the injury, the staff member may call for medical assistance.
5. If you receive treatment for your injuries, report this so as soon as possible to your supervisor.
6. If you become aware of other employees acting in an unsafe manner, please report this behavior to a professional staff member, lead supervisor, Graduate Assistant, or your respective supervisor.
7. Please exercise care while on duty and seek to prevent injuries before they occur.

EMERGENCIES

Fire
1. **CALL 911** or use CHANNEL 2 on the two-way radios to report the fire, building location, and area of the building.
   If calling from a cell phone, call **OFFICE OF PUBLIC SAFETY (OPS)** at (309) 298-1949 and report the same information. Do not use a cell phone unless absolutely necessary.
2. Evacuate the building. The Supervisor on duty will designate people to evacuate the Track, Mezzanine, and Gym levels and designate one employee for the east and west entrances to make sure no one enters the building after evacuation. No one may enter the building until **OPS** has given approval to the Supervisor on duty.
3. Do not try to extinguish a fire. **Wait for the FIRE DEPARTMENT.** Do not jeopardize your safety.

Power Outage
1. Evacuate all activity areas affected by the outage.
2. Call the appropriate number listed below. Identify yourself and tell them where you are. Ask how long the power will be out.
   a. During office hours, call **FACILITIES MANAGEMENT** at 8-1834 or (309) 298-1834 from a cell phone.
   b. During evening activities, contact **OPS** at 8-1949 or (309) 298-1949 from a cell phone or **CHANNEL 2** on the two-way radios.
3. Keep areas closed until power comes back on. If power does not return within 1 hour, student workers should be sent home and signs should be posted notifying students.
4. Emergency lighting will automatically come on in **Spencer Student Recreation Center**.
5. Flashlights are located in **Brophy Pool** and **Spencer Student Recreation Center Aquatics Center**.

Severe Weather
1. Be aware of the civil defense sirens. When a siren blast is heard it means a tornado has been sighted. This is considered a tornado warning. Sirens will not be used for all clear signals.
2. When the civil defense siren is heard:
   a. The Lead, Grad, or Supervisor on duty will announce over the PA system: “A tornado warning has been issued, please clear all areas and proceed to the main level locker rooms.”
   b. The Lead, Grad, or Supervisor on duty then notifies all other activity areas.
   c. The Lead, Grad, or Supervisor on duty gets the battery-operated weather radio and monitores it regularly.
   d. The Lead, Grad, or Supervisor on duty then performs a final check of the facility and waits for the all clear signal from **OPS** on **CHANNEL 2** of their two-way radio.

Bomb Threat
1. If receiving the call, gather as much information as possible from the individual and try and keep them on the line.
   a. Location of the bomb
   b. Time of detonation
   c. Any other information that will assist in pinpointing the danger area
2. Contact Supervisor on duty, **OPS** at 8-1949, and no other action should be taken to disrupt those using the **Spencer Student Recreation Center**.
3. Wait for **OPS** to arrive to talk to the person receiving the call and the immediate Supervisor on duty of the building.
4. The building is not to be evacuated, fire alarms will not be sounded, and no other action will be taken except to notify **OPS**.

Emergency Procedures for Spencer Student Recreation Center
1. The first responder will notify the Supervisor on duty (Graduate Student, Lead Student or Facility Manager).
2. The Supervisor on duty will confirm that he/she is informed of the emergency and is en route.
3. When the Supervisor on duty reaches the scene, he/she will determine if it is life threatening or a non-life threatening emergency.
4. Supervisor on duty will either radio **OPS** or instruct the Front Desk worker to call **OPS** if the injury is life threatening.
5. Supervisor on duty will designate someone (Facility Worker, Equipment Room Attendant, or Weight Room Attendant) to meet **OPS** at the east entrance.
6. Supervisor on duty will complete all necessary reports and notify appropriate full-time staff.
7. To notify another area of potential difficult or threatening situation, use the 2-way radio:
   a. “This is (your name.) I want to make everyone aware that the vending machine is broken in (the area you are in.)”

Additional emergency procedures for specific employee group areas will exist.

Please see your supervisor if you have any questions regarding safety and emergency procedures.

“The Benefits Will Last A Lifetime”
"The Benefits Will Last A Lifetime"

SPENCER STUDENT RECREATION CENTER TOUR
Original building opened October 1, 1997

- 75,000 square feet

Addition completed in 2009
- New addition was 21,000 square feet and included MAC Gym and new weight room

Arena Courts (AED near Fitness Studio West, across from Equipment Room, next to Men’s
Restroom between Arena Courts and MAC Gym)
- Open Recreation, Basketball, Badminton, Volleyball, Dodgeball, Pickleball
- Quarter lockers for storage
- TV with digital display to keep students up to date on programming

Aquatics Center (AED on northeast wall)
- Certified lifeguards
- 25-yard pool, 8-person hot tub, sauna, AquaClimb™ wall
- Fully accessible with 2 pool lifts
- Adjacent locker rooms and swim suit dryer
- Family Swim on Sunday afternoons

Boxing Room (AED to south on column)
- Speed bag, available for check out from Equipment Room, and heavy bag

Campus Recreation Office
- Director’s Office and Business Office
- Intramural Sports, Fitness Services, Aquatics Management, Outdoor Pursuits, Rec Events
- Graduate Assistants’ Office
- Multimedia Marketing Office
- Break Room and Workroom
- Campus Recreation Staff Conference Room

Cardio Plaza (AED next to elevator door)
- Features seven TVs
- Woodway treadmills, Stair Master Step Mill, Sci Fit Ergometer, Expresso Bikes with internet, Matrix Climbing Mill, spin bikes, Precor Adaptive Motion Trainer, Arm Ergometer, Arc Trainer
- Mats for stretching
- Cubbies for storage

Cardio Bridge – (Fire Extinguishers located on each side of Bridge)
- Water fountains on each end
- Multiple 42” LG LCD flat panel TVs with audio control
- Woodway Treadmills, Free climbers, Elliptical Trainers, recumbent and regular bikes, arc trainer
- Water fountains
- Cubbies for storage

Cardio View (Emergency Exit on the west side)
- 2 lap clocks
- Mats for stretching
- Rowing machines, stair climbers, recumbent bikes, treadmills, arc trainers
- View of campus and football field

Conference Rooms
- Colgate Room
- Keeney Room
- Campus Recreation Staff Conference Room

Court Room
- Core workout area
- 5 Racquetball/Wallyball Courts
- Table Tennis
- Personal Fitness Training Area (Emergency Exit in this area)

Equipment Room
- Check out for sports equipment, towels locks, etc. with WIU ID

Fitness Studio East
- Cybex circuit training area
- Stationary cycles
- Open space for group fitness classes
- Room can be divided into two sections
- Group Fitness Schedules available on wiu.edu/fitness
- Used by some sport clubs for training

Fitness Studio West
- Wood floors
- Open space for group fitness classes
- Room can be divided into two sections
- Group Fitness Schedules available on wiu.edu/fitness
- Used by some sport clubs for training

MAC (Multi Activity Court) Gym (AED near Men’s restroom and fire extinguisher near south entrance)
- Rounded corners and inset areas for soccer and hockey nets
- Backboards can swing down for basketball
- Volleyball courts

Front Desk & Oasis Area
- Swipe WIU ID to enter
- Lost & Found
- Drinks & snacks available for purchase with Rocky Dollars/check/cash
- Relaxation and socialization area

Storage Closets
- Southeast end of track, Northeast and Northwest end of track, Upstairs in the Penthouse, MAC Gym south entrance east and west sides
Track (AED on north wall in Cardio Plaza area and on west side of track near Boxing Room)
- 1/8-mile per lap
- 8 laps on outside lane = 1 mile
- 8.5 laps on inside lane = 1 mile
- Mondo (Olympic) flooring

Weight Room
- Mondo (Olympic) flooring
- 26 Life Fitness benches
- 20 Cybex selectorized pieces of weight equipment
- Cybex cable crossover
- 14 Hammer Strength iso-lateral, plate-loaded equipment
- Free weights, dumbbells & rack, and Olympic weight plates
- 2 Star Track Max Rack Smith machines with 3-plane movement
- cubbies for storage

Campus Recreation Outdoor Facilities

Sipolt Memorial Disc Golf Course
- 9-hole disc golf course located on the southeast corner of Western Illinois University
- Disk Golf sets available from Equipment Room and the Lincoln/ Washington Front Desk
- Course map and game scorecard available at wiu.edu/campusrec

Harry Mussatto Golf Course
- 18 Hole Course
- Pro shop
- Open to the public
- More information available at wiu.edu/golf

Heating Plant Annex
- Located near the Western Courier Office
- Rollerblade hockey area
- 2 basketball courts

Higgins Hall
- Located south of Higgins Hall
- 2 sand volleyball courts

Thompson Hall
- Located south of Thompson Hall
- 1 sand volleyball court
- 2 basketball courts

North Residence Halls
- Located around the North Residence Halls on the northeast side of campus
- 1 basketball court
- 2 basketball courts west of Tanner Hall
- 3 sand volleyball courts east of Bayliss & Henninger Halls
- 4 tennis courts east of Bayliss & Henninger Halls

Vince Grady Field
- Located on north side of West University Drive across from Tanner, Bayliss & Henninger Halls
- Large multipurpose field suitable for softball, flag football, soccer, and sport club activities

Murray Street Field
- Located east of Q-South Parking Lot
- 2 tennis courts
- 1 basketball court
- 2 sand volleyball courts
- 1 multipurpose field

Corbin/Olson Hall
- Located west of Corbin/Olson Hall
- 1 multipurpose field for soccer, softball, or flag football (west)
- 2 tennis courts (north)
DISCLAIMER

All information in this employment handbook is current at the time of print. Additions, changes and/or deletions to policies will be made available to all employees at the time that action occurs. All employees will be kept abreast of the current rules, regulations, policies and procedures.

This handbook is not part of a contract and no employee has any contractual right described in this employment handbook. Employment with the Office of Campus Recreation is at will and voluntary and Campus Recreation has the right to dismiss employment at any time.

Campus Recreation complies with all University, State, and Federal laws and policies.

Contact Information

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If there are accommodations we can provide to facilitate your full participation in this program/event, contact the Campus Recreation Office at (309) 298-1228. Please allow sufficient time to arrange the accommodation.