

Notes

# STAFF MANUAL 2010-2011



DEPARTMENT OF RECREATIONAL SPORTS  
DIVISION OF STUDENT AFFAIRS

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C.W. POST CAMPUS



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## Non-Discrimination Policy

C.W. Post does not discriminate on the basis of sex, sexual orientation, race, color, creed, national origin, religion, age, handicap, veteran or marital status, citizenship or political belief, in any of its educational programs and activities, including employment practices and its policies relating to recruitment and admission of students.

Additionally, Long Island University takes affirmative action to recruit applicants from among women, members of protected minority groups, handicapped individuals and veterans, including disabled veterans and Vietnam-era veterans.

## Ethos Statement

The C.W. Post Campus of Long Island University is committed to the advancement of learning and service to society. Its educational mission reflects a commitment to intellectual rigor, social justice, and an active engagement of contemporary issues.

The Division of Student Affairs complements the Campus’s mission by sponsoring programs, services, and activities that encourage students to develop academically, socially, physically, spiritually, and personally. In partnership with students, faculty, and staff, Student Affairs helps to create an educational climate consistent with the principles set forth in the Campus mission statement.

These principles challenge students to strive for excellence, to become men and women in service to others, to integrate curricular and co-curricular learning, to develop talents through discovery and reflection, and to be concerned for the welfare of each person. To achieve these ideals, all students are expected to contribute, through their words, actions, and commitments, to the development and sustenance of a community characterized by respect, caring, responsibility, and honesty. These characteristics are essential to ensure the rights and privileges of all students and to preserve the integrity of our educational community.

Working together as a community, students, faculty, and administrators help foster a Campus atmosphere that furthers the mission of the Campus. Students are expected to adhere to the Campus ethos. This expectation calls for behavior which demonstrates the five principles of the C.W. Post Student Code of Conduct: **respect for oneself, respect for others, respect for property, respect for authority, and honesty.**

making the complaint will be contacted and advised of the outcome of the investigation. The University will conduct the investigation as expeditiously as possible given the nature of the academic calendar which includes summer vacation and intersession periods.

**Enforcement**

There is a range of corrective actions and penalties available to the University for violations of this policy. Employees who are found to have violated this policy are subject to various penalties, up to and including termination of employment. All such disciplinary actions will be subject to the provisions of the relevant collective bargaining agreement, if applicable.

**Campus Contact Persons**

Any person who wishes to file a sexual harassment complaint may do so by contacting a Campus Representative. The Campus Representatives are:

**C.W.POST CAMPUS**

Dr. Eric Lichten	299-2458
Dr. Mary Westermann-Cicio	299-4110
Dr. Kay Sato	299-2580
Dr. Paul Ciborowski	631-821-9696

Complaints may also be filed with the Campus Provost or Chief Operating Officer or a Dean. In addition, the University has retained Prefix Pre-Dispute Solutions, LLC to be available to accept sexual harassment complaints 24 hours a day, seven days a week by calling the following toll-free number: **1-866-295-3143**.

**Equal Employment Opportunity Policy**

C.W. Post, an AA/EEO institution, is strongly and actively committed to increasing diversity within its community. The DRS will recruit, select, train, promote, transfer and release persons without regard of the irrelevant criteria. (See Non-Discrimination Policy.)

C.W. Post provides individuals with disabilities reasonable accommodations to participate in university activities, programs, and services. Individuals with disabilities requiring an accommodation should speak with the Associate Director for Operations, or your respective employee group supervisor.

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## GENERAL GUIDELINES & EXPECTATIONS

1. All staff members are expected to report to work on time. Failure to do so create inconveniences for fellow staff members, Pratt Recreation Center (PRC) members, and jeopardizes the smooth and efficient operation of the PRC.
2. Employment opportunities are extended first to currently enrolled students at C.W Post who receive work study and then to students and non-students respectively based on the Department of Recreational Sports' (DRS) operating budget.
3. Student staff members may not work more than 20 hours per week on campus during the academic year, nor are students permitted to be on more than two University payrolls.
4. Staff members must maintain certification in American Red Cross Adult or Professional Rescuer CPR and AED.
5. All staff on duty must wear their staff shirt, presentable pants or shorts in the appropriate color and shoes. Any staff member dressed inappropriately will be asked to leave and return with appropriate clothing. Appropriate disciplinary action will be taken.
6. Personal radios, pagers, TV's, videogames, and cellular phones will not be permitted during a work shift in any area. Our membership deserves your attention when you're at work.
7. Visiting with friends should never interfere with work. All visits must be brief. Work areas should be occupied only by staff members who are scheduled to work at those times.
8. Use of alcohol, drugs, or conducting any illegal activities at work, is grounds for immediate dismissal.
9. Keep the work area neat and orderly. Do not leave the work area unattended. If a problem arises, contact a Building Manager or a professional staff member for assistance.
10. Attendance at all staff meetings, orientations, and training sessions is required. Communication is an essential function of the job and attendance at staff meetings enables the staff member to learn of events, programs, and happenings in the facility, all which may affect job performance.

will adversely affect his or her education or employment; that conflicts of interest may arise when a faculty member, supervisor, or other member of the University community is required to evaluate the work or make personnel or academic decisions with respect to an individual with whom he or she is having a romantic relationship; that students or employees may perceive that a fellow student or co-worker who is involved in a romantic relationship will receive an unfair advantage; and that if the relationship ends in a way that is not amicable, either or both of the parties may wish to take action to injure the other party.

Faculty members, supervisors, and other members of the University community who have professional responsibility for other individuals, accordingly, should be aware that any romantic or sexual involvement with a student or employee for whom they have such a responsibility may raise questions as to the mutuality of the relationship and may lead to charges of sexual harassment. For the reasons stated above, any such relationship which may reasonably be perceived as likely to impair the professional responsibility of the faculty or staff member is prohibited.

### *Academic Freedom*

The University's policy shall not be interpreted so as to constitute interference with academic freedom.

### *False and Malicious Accusations*

Members of the University community who make false and malicious complaints of sexual harassment, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action.

### *Procedures*

The University has developed procedures to implement this policy. The Provost of each residential campus or the chief operating officer of each nonresidential campus has ultimate responsibility for overseeing compliance with this policy. In addition, each dean, director, department chairperson, administrator, or other person with supervisory responsibility is required to report any complaint of sexual harassment to an individual or individuals to be designated in the procedures. All members of the University community are required to cooperate in any investigation of a sexual harassment complaint. Please be advised that if any employee fails to report any incident of sexual harassment and/or refuses to participate in the investigation, said employee may effectively waive and/or forfeit any available remedies at law.

### *Investigation*

The representative/investigator will schedule a meeting with the person making the complaint. Thereafter, the University will thoroughly investigate the complaint, which will include an interview with the alleged harasser and any potential witnesses. Upon completion of the investigation, the person

3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment.

### ***Examples of Sexual Harassment***

Examples of sexual harassment include, but are not limited to, the following:

- requesting or demanding sexual favors in exchange for employment or academic opportunities (such as hiring, promotions, grades, or recommendations);
- submitting unfair or inaccurate job or academic evaluations or grades, or denying training, promotion, or access to any other employment or academic opportunity, because sexual advances have been rejected;
- sexual comments, teasing, or jokes;
- sexual slurs, demeaning epithets, derogatory statements, or other verbal abuse;
- graphic or sexually suggestive comments about an individual's attire or body;
- inquiries or discussions about sexual activities;
- pressure to accept social invitations, to meet privately, to date, or to have sexual relations;
- sexually suggestive letters or other written materials;
- sexual touching, brushing up against another in a sexual manner, graphic or sexually suggestive gestures, cornering, pinching, grabbing, kissing, or fondling;
- coerced sexual intercourse or sexual assault.

### ***Consensual Relationships***

Amorous, dating, or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a faculty member, supervisor, or other member of the University community and any person for whom he or she has a professional responsibility. These dangers can include: that a student or employee may feel coerced into an unwanted relationship because he or she fears that refusal to enter into the relationship

11. Staff members are expected to know, understand, and enforce all DRS/ PRC and job- specific rules and policies. They need to have a general understanding of all departmental programs and services to correctly convey this information to our members and guests.
12. Study the *Emergency Procedures Handouts* in order to be prepared for possible emergency situations (*e.g., tornado, bomb threats, etc.*)
13. All staff members must correctly clock in and out each work period.
14. Staff members are expected to show proper ID at the Front Desk when entering. They must follow the appropriate procedure to reserve equipment or a court.
15. All materials reviewed and conversations overheard during work are strictly confidential and cannot be discussed outside the office or with other staff members except in the completion of an assigned task.
16. Attendance at all multi-day PRC training sessions, which may be scheduled prior to the start of the Fall and Spring semesters, is required by all student staff members
17. Staff members must participate in all activities and assignments that comprise the Pratt Staff Development Program.
18. Staff members are required to activate their C.W. Post email account within one week of hire. It is each employee's responsibility to regularly check this account to stay apprised of all work information, notices, training sessions, etc.

*An employee would be evaluated as doing a minimum of a satisfactory job if s/he consistently adheres to all the guidelines and expectations listed above.*

Professional staff members of the Department of Recreational Sports are responsible for monitoring the performance and conduct of assigned staff members and volunteer personnel. Additionally, they are responsible for identifying, documenting, and attempting to correct any problem situations.

## DEPARTMENTAL POLICIES AND PROCEDURES

### Attendance Procedure & Work Schedule

Upon arriving at work, staff members must use the time clock to clock in and clock out. The time clock is located in the main office and usage procedures and staff messages are listed on the wall by the time clock. It is the responsibility of all staff members to check and read these sheets.

**Note:** *Under no circumstances is a staff member authorized to punch in or out for another staff member.*

*Failure to clock in and out properly may cause a delay in receiving a paycheck. If a staff member has a problem with the time clock, please ask for assistance.*

Staff member attendance is monitored on a daily basis by Building Managers and by the respective employee group supervisor.

### Substitutions

Occasionally a staff member may need to obtain a substitute for her/his work shift. When this occurs s/he will need to follow the substitution procedures below:

- Consult the Substitution Board located in the Main Office which contains substitution cards. Be sure to select the card for your work group, and complete all information requested and place the card on the board.
- **It is the worker's responsibility to check their substitution card(s).** Do not assume the shift will be picked up because it was posted on the substitution board.
- Staff members are encouraged to confirm, in person, that their shift will be covered.
- If unable to secure a substitute, the staff member is required to work their scheduled shift.
- Do not make "verbal" agreements to cover shifts, i.e. requests via telephone.
- In order for another PRC staff member to pick up a shift, s/he must have completed all training necessary for that work area. **Before committing to shifts outside a primary employee group, approval from the primary employee group supervisor must be obtained.**

*Remember that each staff member is ultimately responsible for their own shift. Failure to cover an assigned shift will result in disciplinary actions outlined below.*

## UNIVERSITY POLICIES AND PROCEDURES

### Sexual Harassment

It is the policy of the DRS to maintain a work environment free of sexual harassment for students and staff. DRS will follow the policy established by Long Island University.

Policy Against Sexual Harassment: Students, Faculty and Staff

Summary of Policy Against Sexual Harassment

### Policy Statement<sup>1</sup>

It is the policy of Long Island University to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty, and staff. Sexual harassment is inconsistent with this objective and contrary to the University policy of equal employment and academic opportunity without regard to age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, disability, and veteran status. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the University.

### Prohibited Conduct

It is a violation of University policy for any member of the University community to engage in sexual harassment or to retaliate against any member of the University community for raising an allegation of sexual harassment, for filing a complaint alleging sexual harassment, or for participating in any proceeding to determine if sexual harassment has occurred.

### Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other oral or written communications or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual;

OR

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<sup>1</sup> This policy has been placed before the Board of Trustees for its review and action. In the interim, this policy is in full force and effect by action of the University Officers on February 3, 2000.

**Do you offer private swim lessons?** No, we currently do not offer individual lessons.

**Are children permitted to use the pool?** No, our current facility usage policy is for members and guests of members to be 18 years or older or a current C.W. Post student. On occasion there may be a special program or event where children use the pool.

**Why are pool hours limited compared to the rest of the facility?** Nassau County mandates that two lifeguards be present at all times. We open as much as possible with our staff's availability.

### ***Absences***

The respective employee group supervisor will determine what will be excused and verification will be left to the discretion of said supervisor.

If an absence is determined as unexcused, it will result in an infraction and counseling will occur with the respective employee group supervisor.

**Note:** The DRS reserves the right to verify any illnesses or deaths within your family (e.g. doctor's note/funeral notice) or any bills or receipts from auto repair and towing charges.

### ***Emergency Absences***

- If time allows, try to find a substitute by calling the complete list of staff members within the work group.
- The staff member must speak to their respective employee group supervisor or the Building Manager on duty. **DO NOT** leave a message with the front desk staff.

### ***Infractions***

Infractions are incurred by, **but not limited to:**

- Arriving at work past the scheduled time due to:  
Late release from a class, incorrectly reading the work schedule or coming from any other prior commitment.
- Missing and/or not being at workstation/area during a shift.
- An unexcused absence.
- Not showing up for a scheduled or picked up shift.
- Miscommunication about a work shift.
- Not attending a scheduled staff meeting/in-service training.

With any infraction, the staff member will meet with their respective employee group supervisor before their next scheduled shift. The goal of the meeting is to educate the staff member of this unacceptable behavior and try to mentor and correct the problem. Should the result of any infraction result in a suspension the staff member is responsible for finding substitutes for their assigned shift(s) and the suspended staff member may not pick up a shift for any co-workers until the suspension period is completed.

## Disciplinary Actions

Termination is the recommended disciplinary action in any case that involves staff members stealing, assaulting, in possession of a weapon, intoxication, falsification of department records, deliberate destruction of University property, insubordination, breach of confidence and any other gross misconduct which seriously jeopardizes the welfare of the DRS, Long Island University or any other staff members.

### Disciplinary Steps

The sequence of disciplinary actions is outlined below. The duration of each step will depend on the seriousness of the situation.

First Violation = verbal warning.

Second Violation = written warning.

Third Violation = A two-week suspension without pay.

**Note:** After serving the two-week suspension, the staff member will be on 30-day probation.

Final Violation = Involuntary termination from the job with the DRS indefinitely.

Disclaimer: A staff member of the DRS can be dismissed at any time, without regard to the preceding steps, if the staff member commits an offense for which immediate discharge is specified as a penalty, or if the staff member's continued presence would be contrary to the well-being of the department, any of its staff members, or PRC patrons.

### Appeal Processes

If a staff member disagrees with an employee group supervisor or with the DRS concerning a *verbal or written warning, or dismissal* the following procedure should be followed:

- A written appeal may be presented to the Director of Recreational Sports or their designee. This appeal must be received within three (3) business days from the date the verbal or written warning or dismissal was issued by the respective employee group supervisor.
- In the case of dispute regarding a verbal or written warning the Director of Recreational Sports or designee will conduct an investigation with all parties involved.
- In the case of a dismissal the Director of the DRS or their designee will chair an appeal board hearing. The employee group supervisor and the staff member will be asked to attend the hearing. The appeal board chair will notify the staff

**If I want to play more than one Intramural sport and the season overlaps with another sport is that a problem?** No, you may participate in as many sports as you like.

**If I work at the Pratt Center am I allowed to participate in the Intramural Program?** Yes, any Pratt employee (student or non-student) may participate in the Intramural program.

**Do I need to provide my own equipment?** No, the Pratt Recreation Center will provide all equipment necessary for all sports programs.

**Who may participate in the Intramural program?** All current C.W. Post students, Pratt employees and Pratt Center members may sign up for Intramurals. Alumni (non-members) and daily guests may NOT participate in the Intramural program.

**Does it cost any money to participate in any Intramural programs?** No, however participants must bring their LIU ID card each time they come to the Pratt Center and/or the outside intramural field.

**Can you sign up for Intramurals on-line?** Yes, just go to the Pratt Center website: <http://www.cwpost.liu.edu/cwis/cwp/pratt/>

### Pool

**What is the pool temperature?** The pool water is usually 80 degrees and the air temperature is approximately 83 degrees.

**How many laps make a mile in the pool?** In our 25 yard pool, a mile is equivalent to 36 laps or 72 lengths.

**How many lanes are available for lap swimming?** This may vary; most times we have 8 lanes available for lap swimming.

**Do you offer any swim classes?** Yes, throughout the year we offer Beginner Swimming, Lifeguard Training, Water Safety Instructor and Aqua Aerobics classes.

**Do you have a SCUBA class?** SCUBA is offered through the Dept. of Health, Physical Education, and Movement Science, you can contact them at x2671.

## *Fitness Room/Group Exercise*

**What sort of equipment do you have in the Fitness Center?** We have a variety of cardio pieces (ARC trainers, Elliptical trainers, bikes, and treadmills) as well as Cybex machines, free weights and an area for stretching and ab work.

**Is there anyone available to show me how to use the equipment?** We have staff trained in the use of all our equipment/machines as well as how to spot for free weight exercises.

**Are personal trainers available?** Yes. Our personal trainers, all certified with national fitness organizations, are available to work with our members at no extra charge.

**How do I arrange an appointment with a trainer?** Fill out a Personal Trainer request form in the Fitness Office; you will be contacted as soon as an opening is available.

**Do you offer any exercise classes?** We offer a variety of classes which may include but aren't limited to:

Abs  
Yoga-Pilates  
Zumba  
Total Body  
Yoga

## *Intramurals*

**If I'm interested in any Intramural programs whom do I contact?** All programming questions should be directed to the Associate Director of Fitness at x4060.

**What Intramural Sports programs do we have?** We offer a variety of activities through Intramural Sports that include but aren't limited to: soccer, basketball, flag football, racquetball, softball, volleyball, kickball, and 5k runs.

**Do you have to be part of a team to play Intramurals?** No, if you don't have a team to play with we will assign you a team.

**I'm interested in participating in Intramural Sports; what sort of time commitment does it require?** Usually about one hour a week.

member, in writing, of the board's decision within three (3) working days of the appeals hearing.

**Note:** The Appeals Board will consist of one DRS professional staff member, and two staff members from different employee groups.

## **Work Schedule**

### ***Reducing Work Schedule***

Staff members who need to adjust their work schedule must notify their immediate employee supervisor at least 72 hours before the changes begin. Staff members are responsible for arranging for substitutes to cover their shifts for two weeks following notification.

Staff members are **REQUIRED** to attend all staff meetings /in-service trainings.

## ***Terminating Employment***

### **Resignation**

- Two (2) weeks **WRITTEN** (typed and dated) notice is required prior to a staff member ending employment with the DRS. If a staff member leaves on "good terms", s/he has the opportunity to re-apply for employment.
- Failure to provide adequate notice will result in a notation being placed in your permanent employment file with the department stating "*Not recommended for rehire*".

### **Dismissal**

If a staff member is dismissed from his/her employee group, s/he is dismissed from the DRS. An individual may re-apply for employment no sooner than 90 days from the date of dismissal

### **Termination**

A staff member is no longer able to work in any area in the DRS based upon the decision made by the Appeals Board and/or the Director of Recreational Sports.

## WORK RULES AND POLICIES

### ***Breaks/Meals***

Staff members scheduled to work longer than a six (6) hour shift are required to take a 30-minute UNPAID break scheduled by the employee group supervisor. Staff members who are scheduled to work eight (8) consecutive hours are entitled to one 15-minute PAID and one 30-minute UNPAID break. During the 15-minute break, staff members are not permitted to leave the facility. During the 30-minute UNPAID break, staff members must clock out on the time clock and then clock back in after a break. Those who work less than six consecutive hours are not eligible for a break.

**Note:** Breaks cannot be used to leave the shift early.

### **Food and Drink at Work Stations**

There is to be no food at workstations\*. When on a break, staff members can eat anywhere that food is allowed in the building (Conference Room and Lounge Area). It is permissible to have drinks at the workstation, provided they are in an inconspicuous place, such as under the counter. There are certain workstations, such as the pool, which have rules that supersede these.

\*Special consideration will be provided for staff members who have documented health related issues, e.g., hypoglycemia, etc.

### ***Class Cancellation & Closure of Campus***

When the campus closes or classes are cancelled it **DOES NOT** automatically mean the Pratt Recreation Center closes. Please contact your immediate supervisor to determine the status of the Pratt Center.

### ***Congregating Around Work Areas***

Congregating around workstations is not permitted; it presents a poor image to have people hanging around the workstation. If a staff member has a visitor(s) stop by s/he should explain that they are working. If this is a consistent problem, disciplinary action may be taken.

### ***Inclement Weather/Weather Delays***

Plan ahead for delays associated with inclement weather (e.g., icy road conditions) and allow extra time to get to work during the winter season. If a staff member realizes s/he will be tardy or unable to make it in due to poor road conditions or bad weather s/he should call and speak with a Building Manager or group supervisor.

## FREQUENTLY ASKED QUESTIONS

### ***Front Desk***

#### **What are the Pratt Center hours\*?**

##### Fall and Spring Building Hours:

7:00 a.m.–12:00 midnight Mon-Th

7:00 a.m.–9:00 p.m. Fri

10:00 a.m.–9:00 p.m. Sat. & Sun.

##### Fall & Spring Pool Hours:

7:00 a.m.–9:00 a.m. Mon-Fri

12:45p.m.–2:00 p.m. M, W, F

6:00 p.m.–9:00 p.m. Mon-Fri

12:00 noon–7:00 p.m. Sat & Sun

##### Summer Building Hours:

7:00 a.m.–7:00 p.m. Mon - Fri

##### Summer Pool Hours:

TBA

\* Pratt Center hours may alter due to special events or school vacations.

**What are peak hours?** During the Fall & Spring semesters, peak hours start around 3:00 p.m. and last until roughly 8:30 p.m. The first 6-8 weeks of each semester are our busiest times.

**How do I check out equipment?** You must present your LIU ID card for collateral at the Information Desk when requesting equipment. ID cards are returned when equipment is returned to the Information Desk.

#### **Who may use the Pratt Recreation Center? May children use the facility?**

The Pratt Center is free to all currently registered C.W. Post students.

Current faculty and staff may purchase a membership at the Office of Recreational Sports (a valid LIU ID must be presented at time of purchase).

Community members should contact Public Relations at x3500.

Alumni should contact the Alumni Office at x2263.

No non-students under the age of 18 may use the facility.

**May guests or spouses use the facility?** A current member may bring a guest (over the age of 18) for a daily fee of \$10.00. Spouses may purchase a membership at the Office of Recreational Sports but must *first* obtain an LIU ID card at the Public Safety Office.

**Do you pro-rate membership fees?** Yes, please see our brochure or our website @ <http://www.cwpost.liu.edu/cwis/cwp/pratt/>

**Are there rooms available for individual student or campus group reservations?** Yes, all reservation requests need to be addressed to the Associate Director of Operations at x 3605.

### ***Seasonal Staff***

- *Group Fitness Leaders, Intramural Officials, and Inter-session staff members.*

At the end of each employment season, the employee group supervisor will evaluate the seasonal staff member's performance using the performance review form.

## **STUDENT-EMPLOYEE PROFESSIONAL DEVELOPMENT PROGRAM**

Staff members are required to participate in all activities, seminars, etc. that make up the Student-Employee Professional Development program. This program is designed to help you develop:

- A professional demeanor
- Resume and cover letter writing skills
- Interview skills
- Your marketability to future employers

Staff members will receive notification of all requirements at the time of their hiring. Every employee must meet all the criteria listed on the SEPDP information sheet in order to maintain employment at the PRC.

### ***Off Duty Staff Conduct***

Staff members of the DRS are expected to abide by the same policies and procedures that all members adhere to, outlined in The Membership Brochure and the Intramural Handbook. If a staff member engages in hazardous behavior or actions that might damage equipment or the facility, s/he may be evicted, suffer loss of PRC privileges and/or face possible termination. Creating a hostile environment is subject to sanctions determined by the employee group supervisor. Sanctions may include, but are not limited to, suspension from the facility, revoking membership privileges, student disciplinary sanctions, and civil prosecution.

### ***Parking***

Parking at the PRC is permitted in the Gold Lot with any C.W. Post parking sticker. There are certain dates and times during the academic year that the Gold Lot will be closed or restricted due to events that are scheduled in or around the facility.

### ***Personal Phone Calls***

Personal phone calls during work are to be made from the courtesy phone located near the Concession Center only during a staff member's break period. If a staff member has to make a personal phone call, s/he may contact a Building Manager to cover the workstation. Workstations should not be left unattended. Abuse of this policy will be noted in a staff member's file.

No personal calls are allowed from workstations via cellular phones and/or the DRS telephones.

### ***Personnel File Access***

A staff member may examine his or her personnel record once a semester. A staff member has the right to correct, ask for deletion, or write a statement of disagreement with any item in the file in the presence of the Director of Recreational Sports. The staff member may not remove any item from his or her file.

### ***Staff Meetings and In-Service Trainings***

Any time that a supervisor plans a staff meetings and/or in-service training, they are considered **mandatory and staff members are to attend**. These meetings and/or in-service trainings are developed to inform employees of upcoming events, to provide constructive review/comments of job responsibilities, and to keep the lines of communication open between co-workers, group supervisors and the department. If a staff member is unable to attend any of the scheduled meetings due to prior conflicts, s/he must contact their supervisor at least 72 hours ahead of the scheduled meeting/in-service. An unexcused absence from staff meetings and/or in-service trainings will be treated as an infraction that can result in dismissal from the department.

### ***Studying and Reading***

Staff members *may* be permitted the privilege to do limited amounts of studying, reading, etc. at a workstation; however at no time should personal work or hobbies take precedence over PRC employment duties.

## **DRESS CODE GUIDELINES**

All DRS staff members are expected to present a neat, clean and well-groomed appearance. Any staff member not wearing the proper attire may be required to leave and change, providing there is someone to cover the shift. (S/He will not get paid while s/he is gone.) A poor performance will be reported and the appropriate disciplinary action will be taken.

### ***Apparel***

The DRS provides each staff member with two uniform tops each academic year. The staff member has the option of purchasing additional uniform tops or other approved optional work apparel (sweatshirt). If s/he is interested in purchasing additional attire, please see the employee group supervisor or the Associate Director for Operations.

### **All Personnel**

*Hats*-There will be no hats or head gear of any kind permitted. This includes skull caps, scarves, kerchiefs, etc.

*Shirts*-Staff shirts must be worn and tucked in while working and may not be covered by another piece of clothing other than a DPS/PRC sweatshirt. A white long sleeved ("long john" shirts are prohibited) shirt may be worn under the provided staff shirt. Shirts may not be tied around the waist. Shirts may not be worn to workout and/or practice in Recreational Sports Programs.

### **Aquatics Personnel**

~ *Lifeguards, Aquatic Instructors, etc.*

The following items are required for every shift:

- Lifeguard swimsuit\*
- A lifeguard tank top or long sleeved shirt\*
- Whistle and lanyard\*
- Fanny Pack\*
- Shorts- red, blue or black (optional)
- Flip flops (optional)

\* *provided by the department*

## **International Staff Members**

### ***During Academic School Year (fall and spring)***

According to policies and regulations determined by U.S. Citizenship and Immigration Services (USCIS), these staff members are limited to 20 hours per week during the academic year.

### ***During Winter, Spring & Summer Breaks***

Full time employment (29 hours per week) is permitted.

**Note:** If a student falls below the academic requirements determined by the University, the staff member and the employee group supervisor will come to a joint decision on how many hours the student will be scheduled to work until academic requirements are attained.

### ***Exceeding 20 Hours per Week Limit***

If a staff member knows that s/he is going to exceed 20 hours per week, s/he needs to inform her/his employee group supervisor, who will then request permission from *the Director of Recreational Sports*.

## **PERFORMANCE EVALUATIONS**

### ***Traditional Student Staff***

Employee group supervisors will have the opportunity to evaluate the performance of each staff member in their group semi-annually. A self-evaluation process will occur at the mid-point of each academic semester. This self-review will assist the respective employee group supervisor in determining performance objectives/goals for their staff members.

The creation of these performance objectives/goals are a means for measuring and enhancing the staff member's performance, as well as fostering a mentoring relationship between the staff member and their respective employee group supervisor.

Towards the end of the academic year (second semester), the employee group supervisor will review the performance objectives/goals that were established by both parties and determine if the objectives/goals were achieved. Based upon the student's performance for that academic year, the employee group supervisor will rate the overall performance for that particular staff member.

and Federal W-4 and I-9 forms. These forms need to be completed within **72 hours** of the first scheduled shift.

### ***FICA and Federal Withholding***

To be exempt from having FICA (Social Security taxes) withheld from the staff member's paycheck s/he must maintain at least half-time enrollment. During periods of non-enrollment or when a student drops below half-time enrollment, FICA taxes will be withheld. (Generally, this will only occur during the summer when a student is enrolled in less than three credit hours in either summer session.)

### ***Pay Days***

Paychecks are issued every other Friday and may be picked up at the Bursar's Office. A picture I.D. must be shown when a staff member picks up their paycheck.

If a staff member is unable to pick up her/his paycheck in person and would like to direct deposit or mail home their check, contact the Personnel Office at extension 2253 to make arrangements.

**Note:** For new staff members there is a possibility that the first paycheck will not be received until FOUR weeks after they have started work.

### ***Pay Periods***

Pay periods cover two weeks. For a schedule of pay dates, please see the employee group supervisor or the Coordinator of PRC Payroll.

### ***Hours***

The DRS has determined the number of hours per week that staff members can be scheduled to work during the academic school year (fall and spring semester) for the department.

## United States Citizens/Residents

### ***During academic school year (fall and spring)***

- Undergraduate staff members can be scheduled to work up to 20 hours per week.
- Graduate staff members can be scheduled to work up to 20 hours per week.

### ***During Winter, Spring and Summer Breaks***

- Staff members (undergraduate and graduate) can be scheduled no more than 30 hours per week.

## Facility Personnel

*~Facility Coordinator, Building Managers\*, Information Desk Attendants, and Event Staff*

*Pants/Shorts*-Clothing worn to work should not be torn or ripped in any way. No jams, cut-offs, boxers, "daisy dukes" or workout shorts are permitted.

**Note:** Athletic Department team wear is not appropriate work gear.

**\*Exception:** **Building Managers** – Jeans and flip-flops are NOT permitted.

## Fitness Personnel

*~ Fitness Attendants, Personal Trainers, Group Fitness Instructors\*, Intramural Supervisors\* & Officials\**

*Pants*-Black, navy, or tan pants will be permitted as long as they are not torn or ripped in any way. Black, navy or gray exercise pants are permitted for personal training staff members.

*Shorts*-Black, navy or tan colored shorts may be worn. Shorts must reach mid thigh or longer.

*Shoes*-All fitness staff must wear sneakers to work. Work boots, open-toed shoes, sandals or flip flops are not permitted.

**\*Exceptions:** **Group Fitness Leaders:** Appropriate aerobic/work out attire that includes, but is not limited to spandex, leotards, shorts, shirts, and/or sport bra is allowed. Leaders are required to wear aerobic/cross trainer shoes. Hats are not permitted. **Intramural Officials:** Dress code will be determined by the sport being officiated.

## **STAFF MEMBER SAFETY/CERTIFICATIONS**

### **Departmental Classes**

The DRS coordinates Adult and Professional Rescuer CPR, AED, Standard First Aid, Blood Borne Pathogen, and Right to Know classes throughout the year. If a staff member is unable to attend a class offered by the department, it is her/his responsibility to obtain the certification(s) elsewhere. **Staff members are paid for attending all in-house training sessions.**

To reserve your spot in a class, you must sign up in the Main Office. Class size is limited and is on a first come-first served basis.

### ***CPR/AED***

**All the positions within the DRS require that a staff member maintains current certifications in Adult CPR\* and AED as a condition of continued employment.** Failure to do so will result in the loss of hours until the certification is renewed. If certification expires, the staff member may continue to work provided s/he arranges to attend a renewal class and the class is scheduled within 30 days of expiration. S/he must provide proof of such registration and if proof of registration is not produced, a loss of hours will occur.

\* New staff members must obtain the required certifications within 30 days of their hire date; otherwise they will not be allowed to work for the DRS. This applies to all new staff members except Lifeguards (see “*Lifeguards*” section).

### ***Blood Borne Pathogen***

This is a mandatory, annual requirement for all staff members who work within the Building Manager, Intramural Supervisor, and Lifeguard employee groups. Any staff member is welcome to attend this training.

### ***Right to Know (OSHA Regulation)***

Right to Know is a federal and state mandated requirement class that educates staff members about their rights and responsibilities for coming across potential chemical and health hazards found in their workplace. All university staff members must attend the class within the first 30 days of employment.

### ***Lifeguards***

All lifeguard staff members are required to provide proof of current certifications at the time of hire (Nassau County Lifeguard Certification, Professional Rescuer CPR, AED, and Standard First Aid). If a lifeguard registers for a renewal class (showing proof of registration) while their certification is current, but the class takes place after their certification expires, the staff member will be allowed to retain their position as long as they provide substitutes to cover all shifts during this time period. Permanent hours will resume when the new card(s) is presented.

### ***Universal Precautions***

HIV (Human Immunodeficiency Virus) and Hepatitis B are present in our society. When working in the PRC and out on the Intramural fields, staff members should pay attention to protective measures for both themselves and the member/participant.

Some of the precautions staff members should take to prevent transmission of blood-borne infection includes the following:

- If there is anyone with an open bleeding wound, any blood exposure, or any bodily fluid (particularly saliva or urine), s/he should either contact a Building Manager, a professional staff member **or** use rubber gloves that are provided in the work area first aid box.
- Always wash hands after touching people, especially if blood or bodily fluids were involved (even if gloves were worn).
- If a staff member has an open wound, especially on the hands, avoid direct contact with other people and objects and contact a Building Manager or a professional staff member for assistance.
- If there are any items that have blood or bodily fluids on them, ask a Building Manager, or a professional staff member, to dispose of them in the bio-hazardous waste location (trash bin in pool storage room).

### ***Injuries at Work***

Report any injury to either a professional staff member, Building Manager or to the respective employee group supervisor immediately or as soon as possible. The individual assisting the staff member will contact Public Safety to fill out an Incident/Injury Report. The Public Safety report will be forwarded to University Insurance/Workers’ Compensation office.

If staff members have any questions regarding the Workers’ Compensation procedures or their rights and responsibilities under the Workers’ Compensation statute, contact the University Risk Management Office at 299-2550.

**Note:** Report the injury even if you consider it to be minor and it does not require treatment. If treatment is necessary at a later date, the Workers’ Compensation Office will already have a record of the injury.

## **PAYROLL PROCEDURES**

### ***Payroll Forms***

Upon employment by the DRS, or any other department within C.W. Post, the staff member **MUST** fill out the federal and state specific forms with the office of Personnel Services. All students should take either a passport or a driver’s license and a social security card or birth certificate to fill out State