



Recreation and Wellness & Athletic Facilities Part-Time Staff Handbook 2018-2019

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WHO WE ARE

Mission

Recreation & Wellness

The mission of Emory Recreation & Wellness is to provide an academic and recreational health and wellness program through physical activity that enables the campus community to increase its physical, mental and emotional health and engage in the creation of skills to ensure long term healthy behaviors and professional success. Emory Recreation & Wellness will serve as a unifying catalyst for Healthy Emory and equip Emory students, staff and faculty with safe, supportive and educational strategies to transform their lives.

Department of Athletics

The pursuit of excellence at Emory University is evident in its athletics programs not only in the competitive success of our intercollegiate teams but also in the way that all of our programs change the ways others think and act. The Emory tradition of "Athletics for All" challenges and inspires the entire University by providing an example of community building and balance of body, mind and spirit. The Department of Athletics & Recreation provides a myriad of facilities and programs that promote the physical, emotional and social growth of individuals through the enhancements of lifelong skills revolving around sustainable fitness and wellness principles. Our programs complement the mission of Emory University and provide experiential learning and leadership opportunities for our students, faculty, staff and alumni.

Vision

Emory Recreation & Wellness strives to instill the Emory Community with a passion for physical activity and a healthy lifestyle from the moment an individual arrives on campus.

Values

Holistic Health: Curriculum and programs focus on the whole person (mind-body-spirit) when engaging in physical activity

Lifetime Engagement: Based on experiential and theory-based approaches, Play Emory programs and services communicate the importance of being engaged in physical activity for a lifetime

Collaboration: Central to the success of Play Emory and unifying a community is the commitment to collaborative and mutually beneficial partnerships between student groups as well as internal and external constituents

Inclusivity: Building unity and respect for individual needs and cultural differences through diverse and community oriented academic and recreation programs

Inclusion Statement

In accordance with the University's stance on non-discrimination and the Office of Equity and Inclusion, Emory Recreation & Wellness is committed to providing a fair and inclusive environment for all community members. We strive to advocate and promote diversity and

inclusion through our programs and provide health and wellness opportunities for everyone on campus.

Benefits of Employment

We offer...

...a fun and flexible work environment on-campus that provides an opportunity to learn transferable skills for your future career! Problem-solving skills, the ability to work in a team, communication skills (written), leadership, a strong work ethic, analytical/quantitative skills, communication skills (verbal), initiative, detail oriented, and flexibility/adaptability are the top 10 attributes employers seek on a candidate's resume (according to the annual National Association of Colleges and Employers Job Outlook 2018), and you can improve those skills on our team!

...opportunities for obtaining certification (CPR, AED, lifeguarding, personal training, group fitness instructor, officiating) in a number of areas!

...opportunities to develop and strengthen relationships with our diverse team of 200+ part-time staff, full-time staff and Emory students, faculty, staff, alumni and community!

The Division of Campus Life

The Department of Athletics and Recreation & Wellness are proud members of the Division of Campus Life.

Mission: Emory Campus Life cultivates a welcoming and dynamic community committed to developing skills necessary for lifelong success and positive transformation in the world.

Vision: Emory Campus Life, a community recognized internationally for advancing education into action and delivering world-class programs and services, promotes a healthy and sustainable environment where students live what they learn and learn what they live for self and society. ECL catalyzes a distinctive, caring, inquiry-driven, ethically engaged, polycultural, and socially just community of students, faculty, staff, alumni, families, and visitors who imagine and lead positive transformation in the world.

Staff Directory & Organizational Chart

Visit play.emory.edu or your direct supervisor for a staff directory and organizational chart.

Important Phone Numbers

Emergencies

Emory Police Department (EPD):	404-727-6111 (Emergency)
Emory Police Department (EPD):	404-727-8005 (Non-Emergency Line)
Poison Control:	800-222-1222

Facility Maintenance

Emory Campus Services:	404-727-7463 (M-F 8am-4:30pm)*
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* Transfers to EPD for after-hours facility emergency

Woodruff PE Center (WPEC)

Sports Medicine	404-727-6714
WPEC Equipment Room:	404-727-5614
WPEC Central Desk:	404-727-0162
WPEC Member Services Office:	404-727-6551

Student Activity & Academic Center (SAAC)

SAAC Welcome Desk:	404-712-2430
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Campus Offices

EmoryCard Office:	404-727-9779
Parking & Transportation:	404-727-1829

GENERAL EXPECTATIONS

Work Schedule

- Supervisors will provide their scheduling process.
- Employees may not work more than 40 hours per pay week without specific approval from their supervisor.

Employees should generally expect...

...to work 6-10+ hours per week and be scheduled for a 2+ shifts per week.

...to work a variety of shifts based on departmental needs (opening, mid-day, closing, weekends, holidays).

...to not be scheduled during an academic class or exam. If this occurs, the employee is responsible for notifying their supervisor as soon as possible. Employees who do not contact their supervisor prior to the scheduled shift may result in disciplinary action.

...to find an appropriate substitute if they do not want to or are unable to work their shift

...to be accountable for any shift they are on the schedule.

Substitutions

- Employees are responsible for finding a substitute if they do not want to or are unable to work their scheduled shift. You are responsible for your assigned work schedule.
- If utilized, all substitutes and trades should be reflected on WhenToWork.com
- If you are listed on the schedule, you are responsible for the shift until the substitution or trade is completed on WhenToWork.com
- Plan ahead if you need a substitute. Trade shifts with your co-workers.
- Failure to work your shift or find a substitute may result in disciplinary action.
- In case of emergencies (unexpected family emergency, sudden illness, etc), employees should contact their supervisor as soon as possible. Documentation may be requested by your supervisor

Staff Meetings

- All employees should expect to attend staff meetings. Staff meetings are paid hours.
- During these meetings, instructions regarding departmental policies and procedures will be discussed and other updates and information will be reviewed.
- If you are unable to attend the scheduled meeting, you must contact your supervisor per their guidelines.
- We take attendance at the meetings. Failure to attend meetings without notice may result in disciplinary action.

CPR/AED Certification

If required for their position, employees are responsible for obtaining the required certification within 30 days from the start of their employment and maintaining their certification throughout their employment.

Failure to complete certification within 30 days of employment may result in removal from the schedule and progressive discipline.

Our department offers multiple courses throughout the year to students and members. Current employees may register for American Heart Association BLS or Heartsaver CPR and AED at no cost, but will not be compensated at their hourly wage.

Supervisors: Heart Association BLS CPR and AED.

Lifeguards: Red Cross Lifeguarding, CPR for the Professional Rescuer, and AED

Other Employees: Heart Association Heartsaver Adult CPR and AED or BLS CPR and AED

If you are unable to attend a class offered by our department at no cost as a benefit of your employment, you will be financially responsible for completing the required certification elsewhere to maintain your employment.

Use of Information Technology

- Use of personal laptops, tablets, iPads, or computers is not permitted in customer-facing positions
- Limited and reasonable personal use of Emory's IT resources (and use of a personal phone and smart watch) is acceptable and allowed, as long as it does not:
 - Interfere with the fulfillment of an employee's responsibilities
 - Adversely impact or conflict with any activities that support Emory's mission of operations
 - Result in any measurable cost to Emory
 - Violate any other applicable University policies
- Use of headphones is not permitted during a program or while the facility is open
- Music should not be played for personal use. If music is played for a program or event, it should be suitable for all audiences.

Dress Code

Headwear: Hats, beanies, and sleepwear are not permitted indoors.

Top: A staff shirt, jacket, etc is provided and shall be worn as the outer layer

Bottom: Jeans or khakis (pants, skirts, capris or shorts) free of holes & tears shall be worn

- Lifeguards, Intramural Officials, Personal Trainers, Group Exercise Instructors, Climbing Wall staff and Pool Assistants may wear activity appropriate bottoms

Nametag: If a nametag is provided, it shall be worn on front, chest-level, of your outer layer

Footwear: Close-toed, activity and position appropriate footwear as designated by your direct supervisor, shall be worn.

- Lifeguards may wear activity appropriate footwear or no footwear.

Accessories: Earrings, necklaces, etc that do not interfere with job responsibilities may be worn

Employees requesting accommodation (religious, medical, physical, etc) to the dress code should submit their request to their direct supervisor in writing

Eating & Drinking

- Eating is not permitted at your work area.
- Eating should be in areas designated by your supervisor.
- Drinks are permitted at your work area and should be in spill-proof containers.

Breaks

- Staff are generally not provided unpaid breaks
- Staff may take a short, paid break under 10 minutes (use the restroom, refill a drink, eat a snack) during their shift if they have ensured proper coverage of their work responsibilities.
- Staff taking a short break remain on duty and should be prepared to return to their responsibilities as soon as possible.

Federal Work-Study (FWS)

- Students eligible for FWS will generally be employed as a regular student employee (funded entirely by our department) and a FWS student employee simultaneously.
- There is no difference in performance expectations for students utilizing FWS.
- FWS students are limited to working 20 hours per week during periods of enrollment and 40 hours per week during periods of non-enrollment, such as Winter and Spring breaks, for their FWS position.

More information on the FWS program may be found at: <http://studentaid.emory.edu/types/fws/>

Payroll Procedures

- Employees should clock in/out for each shift no earlier than 10 minutes prior to their scheduled shift and as soon as possible after the completion of their shift.
- Employees are paid bi-weekly at an hourly rate.
- You are required to have all paychecks set up with direct deposit.
- You are encouraged to check your bi-weekly hours at www.finance.emory.edu.
- If you have any problems with clocking in/out or your paycheck, please email your supervisor with your concern or issues immediately.
- If you forget to clock in/out, use the Emory Time and Attendance System (ETAS) to submit your in/out times for approval to your supervisor. Repeat instances of forgetting to clock in/out may result in progressive discipline.

PERFORMANCE MANAGEMENT

The Department of Athletics & Recreation and Wellness performance management process is designed to facilitate communication between the employee and his/her supervisor regarding the job performance and accomplishments during a specified period. The process is structured to encourage an increased exchange of information between the supervisor and the employee. Supervisors and employees share responsibility for the process.

From time to time, issues related to job performance may develop. It is our intention that these issues be the subject of candid and open discussion with the objective of improvement and prompt resolution. Such problems may include, but are not limited to:

- Violation of or conflict with University policy
- Job performance
- Other job-related situations

It is also our intention to recognize and celebrate outstanding effort by all members of our team!

Evaluations

All staff will be scheduled for an evaluation of their performance with their supervisor, typically once per semester.

Progressive Discipline

The Progressive Discipline process is designed to be constructive and corrective and to promote employee success. It gives employees the information necessary to understand what aspect of work performance, attendance or behavior is unacceptable, identifies the improvements that are expected, and provides the opportunity for employees to demonstrate the expected improvements. The goal is to improve performance, attendance, or behavior of employees and to assist employees in taking ownership of their performance, attendance, or behavior.

Nothing in this procedure, however, requires management to utilize any particular step or series of steps in disciplinary action. Management may impose any level of discipline, including dismissal, whether or not this is the employee's first unacceptable work performance, attendance or behavior and whether or not a less serious form of discipline has been imposed for any prior performance, attendance, or behavior issues.

It is the responsibility of employees to adhere to the standards of conduct and Emory's policies and procedures. For additional information please refer to the Standards of Conduct policy.

Points System

The Department of Athletics & Recreation and Wellness use a points system to assist in facilitating conversations and transparency between part-time employees and their supervisors regarding performance. Any employee may report an incident to the employee's direct supervisor.

Any points accumulated by an employee will remain through the semester (Fall, Spring, Summer). An employee will generally reset to 0 points on the first day of classes each semester. An employee's overall performance will be considered for scheduling purposes.

Point Values:

0 Points:

- Excused absence (IE: unexpected family emergency, sudden illness). Documentation may be requested by your supervisor

1 Point:

- Talking with friends for a long period of time
- Being asked multiple times to complete a job task
- Neglecting customers and/or job responsibilities
- Sitting or propping feet on a desk/workstation.
- Eating at your work area
- Forgetting to clock in/out 3+ times per semester

2 Points:

- Late for shift or staff meeting (up to 60 minutes)
- Leaving shift early
- Inappropriate Attire (If necessary to leave, additional points may be assessed)
- Personal use of technology interfering with job responsibilities
- Wearing headphones while the facility is open to patrons
- Requiring supervisor assistance to fill your shift

4 Points:

- Unexcused absence from a staff meeting or scheduled shift
- Late for shift or staff meeting (60+ minutes)

1-5 Points:

- Failure to follow Emory University's policies, procedures, or standards of conduct

Grounds for Immediate Termination:

- Leaving a building unsecured
- Consuming alcohol or non-prescription drugs before or while on duty
- Sleeping on the job
- Theft
- Verbal and/or physical and/or sexual harassment or abuse
- Working out during a shift
- Having a non-employee cover your shift/area
- Tape recording meetings or phone calls without authorization (Emory Policy 4.62)
- Falsification of a timecard, including, but not limited to
 - Leaving your work area
 - Having a co-worker clock in/out for you
 - Clocking in/out for a co-worker

Performance Meetings

When an employee's performance would result in assessing points, the following may occur:

- 1 point: Notification from your supervisor or designee
- 2 points: Meeting with your supervisor or designee
- 3 points: Meeting with your supervisor or designee
- 4 points: Meeting with your supervisor or designee
- 5 points: Meeting with your supervisor regarding termination of employment

Appeals

An employee may appeal only their termination of employment. Employees may not appeal individual points leading up to termination. The appeal process will review all assessed points for the current semester. An employee who was terminated is generally not scheduled to work during the appeals process.

Appeal Process

The employee wishing to appeal a termination must submit an email to their direct supervisor's supervisor within 5 business days of receiving notification of termination of employment. The email should indicate their desire to appeal their termination, reasons why their employment should not be terminated, provide any additional documentation necessary, and if an in-person meeting is requested.

An in-person meeting is at the discretion of the staff member receiving the appeal. The staff member receiving the appeal will provide their decision via email to the employee.

EMORY UNIVERSITY POLICIES

All staff should familiarize themselves with and abide by all Emory University policies (<https://policies.emory.edu/>).

Undergraduate students should familiarize themselves with and abide by the Emory University Undergraduate Code of Conduct (<http://conduct.emory.edu/>).

Standards of Conduct (Emory Policy 4.62)

Please refer to <https://policies.emory.edu> for current Emory University Policies. Excerpts from the Policy as of December 7, 2018 are listed below.

Overview

Emory University ("Emory") pursues excellence and insists on high standards of conduct and performance. The rules expressed in the following sections are designed to maintain the positive environment which Emory strives to provide for all employees. Application of uniform and consistent standards is Emory's objective.

Listed below are some of the rules and regulations of Emory. Types of behavior and conduct that Emory considers inappropriate and which could lead to disciplinary action up to and including an unpaid suspension or termination of employment without prior warning, at the sole discretion of Emory, include, but are not limited to, the following:

Policy Details

- *Failure to follow Emory's policies or procedures.*
- *Neglect of duty or failure or refusal to perform job-related duties and assignments.*
- *Inappropriate handling or disclosure of confidential information or records.*
- *Inappropriate, disruptive, discourteous or irregular behavior adversely affecting students, employees, patients, or visitors.*
- *Violation of the Solicitation Policy.*
- *Acts of physical misbehavior or acts of violence, including provoking or participating in fighting or making threats.*
- *Performance of duties in an irresponsible, careless, reckless, or unsafe manner or behavior not conducive to a safe and healthful work environment, which includes not adhering to the no-smoking policy.*
- *Noncompliance with Emory's commitment to equal employment opportunity and affirmative action.*
- *Commission of acts of discrimination or discriminatory harassment.*
- *Plea of nolo contendere or conviction for an illegal act, committed on or off the job, which adversely impacts job performance, attendance or the reputation of Emory.*
- *Unauthorized access, inappropriate use, or abuse of Emory's equipment or property, such as, but not limited to, copiers, computers, computer software, internet access, e-mails, fax machines and telephones.*
- *Sleeping on the job.*
- *Gambling or playing games during work hours.*

- *Violation of safety or security regulations.*
- *Refusal to cooperate with an Emory investigation.*
- *Tape-recording meetings or phone calls without authorization.*
- *Failure to obtain or maintain, within a designated time, licensure or certification credentials necessary for continuation in the job.*
- *Unlawful manufacture, distribution, sale, possession, or use of any controlled substance or illegal drugs regardless of where or when the conduct occurs.*
- *Misuse, defacement or destruction of Emory, student, employee, patient, or visitor property.*
- *Falsification of forms, time and attendance records, or other official records or documents, including employment, promotion or transfer documents.*
- *Theft or unauthorized possession, removal, destruction, or use of property belonging to Emory or a student, employee, patient, or visitor.*
- *Possession of firearms, weapons, explosives, or dangerous materials on Emory property unless authorized.*
- *Misappropriation of departmental or organizational funds.*
- *Non-exempt employees working overtime without advance approval from supervisor.*
- *Consensual romantic or sexual relationships in which one party retains a direct supervisory or evaluative role over the other party.*
- *Behavior harmful to the reputation and mission of Emory University.*

Sexual Harassment (Emory Policy 8.2)

Please visit <http://equityandinclusion.emory.edu/title-ix/> for additional information and reporting procedures.

Please refer to <https://policies.emory.edu> for current Emory University Policies. Excerpts from the policy as of December 7, 2018 are listed below.

Overview:

Emory University (“Emory”) is committed to maintaining an environment that is free of unlawful harassment and discrimination. Pursuant to Emory’s commitment to a fair and open campus environment and in accordance with federal law, Emory cannot and will not tolerate discrimination against or harassment of any individual or group based upon race, color, religion, sex, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran’s status, or any factor that is a prohibited consideration under applicable law. Emory welcomes and promotes an open and genuinely diverse environment

Title IX of the Educational Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Emory fosters a safe learning and working environment that supports academic and professional growth of students, staff, and faculty. Accordingly, Emory does not tolerate sexual misconduct in its community and will take prompt action when misconduct occurs.

This Policy covers sexual misconduct committed by Emory students. Sexual misconduct is a form of sexual harassment that is prohibited under federal law and Emory's Equal Opportunity and Discriminatory Harassment Policy (Emory Policy 1.3). Sexual misconduct can occur in many forms, including, but not limited to, sexual and gender-based harassment, non-consensual sexual intercourse, non-consensual sexual contact, dating violence, domestic violence, sexual exploitation and stalking.

Emory will take seriously every allegation or report of sexual misconduct received. Its response is intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough, and equitable manner.

Child Abuse Reporting (Emory Policy 4.119)

Please refer to <https://policies.emory.edu> for current Emory University Policies. Excerpts from the policy as of December 7, 2018 are listed below.

Unless there is an exception under Georgia law, Emory University requires all Emory University faculty, staff, volunteers, students and Third-Parties to report suspected Child Abuse of which they are made aware in their Capacity of Employment or Duties. Failure to do so may be a criminal offense under Georgia law. See O.C.G.A. § 19- 7-5.

The safety and welfare of a child is paramount. Thus, any uncertainty about whether reporting is required should always be resolved in favor of making a report.

Policy Details

How to report suspected Child Abuse:

- *Emory University faculty, staff, volunteers, students and Third-Parties should immediately report suspected Child Abuse to the Emory Police Department by submitting the Suspected Child Abuse Reporting Form (see Related Links) or by making an oral report.*
- *Physicians or Mental Health Professionals who suspect Child Abuse should immediately report such suspected Child Abuse to the Division of Family and Children Services office in the county where the child lives or where the abuse was witnessed.*
- *If a child is in imminent danger, Emory University faculty, staff, volunteers, students and Third-Parties should call 911 if not on Emory's campus or the Emory Police Department at 404-727-6111 if on Emory's campus to obtain immediate protection for the child.*
- *The Emory Police Department shall report suspected Child Abuse to the Division of Family and Children Services office in the county where the child lives or where the abuse was witnessed within 24 hours of receiving the report.*
- *It is Emory's policy that no member of the faculty or staff or student making a good-faith report of suspected abuse or neglect will be retaliated against in the terms and conditions of employment or educational program.*

Compliance:

- *Any Emory University faculty, staff or students who fail to report a case of suspected Child Abuse are subject to disciplinary action, which could include termination (if a faculty or*

staff member) or expulsion (if a student). If a Third Party or volunteer fails to report a case of suspected Child Abuse, it risks termination of its contract or relationship and, if a Third-Party, future client status with Emory University.

Tobacco Free Environment (Emory Policy 4.113)

Please refer to <https://policies.emory.edu> for current Emory University Policies. Excerpts from the policy as of December 7, 2018 are listed below.

Overview:

Emory University recognizes the serious health implications of both direct use of tobacco products and indirect exposure to the use of tobacco products. In order to create an atmosphere that is consistent with Emory's mission and commitment to improve the health and wellness of members of the Emory community, Emory University and Emory Healthcare (collectively "Emory") prohibit the use or sale of tobacco products in or on Emory owned or Emory leased property effective January 1, 2012.

Equal Opportunity and Discriminatory Harassment (Emory Policy 1.3)

Please refer to <https://policies.emory.edu> for current Emory University Policies. Excerpts from the policy as of December 7, 2018 are listed below.

Overview

EMORY UNIVERSITY NONDISCRIMINATION STATEMENT

Emory University is an inquiry-driven, ethically engaged, and diverse community dedicated to the ideals of free academic discourse in teaching, scholarship, and community service. Emory University abides by the values of academic freedom and is built on the assumption that contention among different views is positive and necessary for the expansion of knowledge, both for the University itself and as a training ground for society at large. Emory is committed to the widest possible scope for the free circulation of ideas.

The University is committed to maintaining an environment that is free of unlawful harassment and discrimination. Pursuant to the University's commitment to a fair and open campus environment and in accordance with federal law, Emory cannot and will not tolerate discrimination against or harassment of any individual or group based upon race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law. Emory University welcomes and promotes an open and genuinely diverse environment.

*This policy is a republishing of the Emory University Equal Opportunity and Discriminatory Harassment Policy, which previously was published at:
<http://www.emory.edu/EEO/equalopportunitydiscriminatoryharassment.htm>*

PART-TIME EMPLOYEE AGREEMENT
Emory University
Recreation & Wellness and Athletic Facilities
2018-2019

I _____ have carefully read and

(PLEASE PRINT YOUR NAME HERE)

understand the information in the Staff Handbook provided. Therefore, I accept the job and responsibilities set forth in this manual. As an employee of Recreation and Wellness, the Department of Athletics, and Emory University, I will uphold the policies and procedures pertaining to my position.

Employee Signature

Date

Agreement must be signed and returned prior to employee's first shift.