

Intramural / Sport Club Student Employee Conduct Policy

Student Employee Name: _____
(Last) (First) (MI)

Position Title: _____

Permanent Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Home Phone Number: _____ Cell Phone Number: _____

Date of Hire: _____ Date of Separation: _____

Evaluation of Employees

Student employees will be engaged in an on-going process of evaluation from both Student Leaders and Professional Staff. The person evaluating will use the evaluation process to provide feedback about that employee's work performance and as an aid in identifying students who may have the ability and potential to take on additional responsibilities. The staff will also use the evaluation forms to help complete employment recommendations for employees.

Performance Reports / Dismissal Policy

Employee performance forms (a.k.a. write up forms) are used by Staff Supervisors and other departmental staff to record both outstanding and substandard behavior by staff members. These forms are turned in daily to the Graduate Assistant. Each positive performance report will be recorded and noted as part of the evaluation process. These points may be used to demonstrate the positive work history for an individual that will be taken into consideration during evaluations or as part of an appeal during a substandard conduct report for the respective employee. Negative performance reports are given to the Graduate Assistant for follow up. All performance reports are filed in the employee's personnel file.

All substandard actions that require notification may come in either verbal or written form from a supervisor including all Professional Staff and Team Leaders. Accurate records from substandard employee reports will be kept in the employee's file. Dismissal will occur based on substandard performance. The Assistant Director or Graduate Assistant has the right to terminate any employee for gross negligence, insubordination, or any other infraction detrimental to the department.

Sportsmanship Agreement

All Intramural / Sport Club student employees are held to the absolute highest standard of sportsmanship and civility when they are participating in intramural or sport club competitions or activities. Failure to meet this standard may result in immediate termination.

I understand the above listed conduct policy and agree to work within its terms.

Employee Signature

Date

Assistant Director Signature

Date

