

Employee Policies and Procedures

Employee Injuries:

The Johnson Coliseum administration will comply with University policy when dealing with employee accidents at work. If an employee is involved in a non-life threatening accident at work, it is University policy that employees visit the Health Center on campus or Huntsville Memorial Hospital if the Health Center is closed. The Health Center is the University's first choice for treatment should employees need to file a worker's compensation claim.

Complaint Procedures:

The Department of Recreational Sports believes in an open communication policy. Student staff with complaints or disagreements are encouraged to try and resolve these problems by discussing them honestly with the professional staff member with whom they have the conflict. Follow these steps:

Step 1: Speak to the individual (one-on-one) that you have a conflict/problem with/

Step2: Discuss your problem with your supervisor. If agreement still cannot be reached, the student staff should make an appointment and share the problem with that individual's supervisor. Outlined below are the supervisors to talk to:

- Associate Director for Facilities
- Operations Coordinator
- Program Assistant for Operations
- Concession Supervisors
- Administrative Supervisor

Schedule Conflicts and Substitutions:

If a schedule conflict arises and a sub is needed please follow these procedures:

1. Ask another staff member to work for you or use the phone list to find a sub.
2. You and the substitute MUST initial the substitutions binder located in office 235.

If you cannot make your shift due to illness, school conflict, or an emergency, let your supervisor. Communication is the key!! Do NOT ask the office staff to find a sub for you, this is not their job!

The Johnson Coliseum policy for requesting off from work is as follows:

All requests need to be made in the binder located in office 235 one month prior to the date of posted schedules. If staff members do not follow these guidelines and don't show up for their scheduled shift, disciplinary actions will be taken.

Absenteeism and Tardiness:

All student staff members are expected to report to work on time. Failure to do so creates an inconvenience for fellow staff members and jeopardizes the smooth and efficient operation of the Coliseum.

You must be currently enrolled a minimum of 9 hours as an SHSU student throughout the term of your employment. If your status should change at any time during the term of your

employment, you need to inform a supervisor. The following disciplinary policies have been implemented and pertain to all of the following:

1. Scheduled shifts
2. Meetings
3. Department of Recreational Sports Functions

Failure to make arrangements is grounds for termination.

Staff members are expected to show up and work the duration of their work shift that they are scheduled for.

Authorized absences include the following, with proper supporting documentation:

1. Time off for a workers compensation injury
2. Jury Duty
3. Military leave
4. Emergency situations beyond your control
5. Death of a family member
6. Illness/accident (certified)

Before returning to work your next scheduled shift, you will be responsible for submitting a written explanation to a supervisor explaining your absence or an official doctor's note.

DISCLAIMER: A student staff member of Johnson Coliseum 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 or any of its staff members.

Failure to Notify Statement:

IF YOU DON'T COME TO WORK OR DON'T CALL IN, WE HAVE THE RIGHT TO DETERMINE THAT YOU ARE NOT COMING BACK!

Unauthorized absences of two consecutive shifts will be considered voluntary dismissal, and you will be removed from the work schedule.

Work Attire & Conduct Expectations:

I. Assigned shifts

Coliseum student staff is expected to follow these guidelines during assigned shifts when an activity or event is taking place in the Coliseum.

- A. Johnson Coliseum staff shirt. NO jackets may be worn that cover the back of your staff shirt. You may wear a long sleeve black, white, or grey, underneath your shirt if you get cold. All t-shirts and polo's must be tucked in.
- B. Nice looking jeans (NO holes!) or khakis (No shorts unless volleyball season)
- C. NO hats! (unless in concession stand and only SHSU hats allowed)
- D. Tennis shoes, boots, or dress shoes. (NO flip flops!) Flats are okay as long as they are closed toed.
- E. Coliseum lanyard
- F. Personal cell phones, texting, Ipods, Mp3 players, magazines, books, etc. will not be permitted during a shift in any area. We allow time to study if time permits.

- G. Visiting with friends should never interfere with work. All visits must be brief, work areas should be occupied ONLY by student staff who are scheduled to work at these times.
 - H. Use of alcohol or drugs or conducting any illegal activities at work are grounds for immediate dismissal and/or termination.
 - I. NO SMOKING or DIPPING while on duty!!
 - J. Personal phone calls during work are to be kept to two minutes. If you have to make a personal phone call, please let your supervisor know to cover your workstation. Workstations are not to be left unattended. Abuse of this will be noted in a student staff's file.
 - K. Our department is committed to maintaining a work environment that is free from discrimination. In keeping this environment, we will NOT tolerate harassment of our staff members.
- II. Daily Maintenance/Set up or tear down shifts/Projects
When working these shifts you may wear whatever you like, with the exception of sandals. It is recommended that you wear comfortable clothing and tennis shoes.
- III. Meetings/Orientations/Training sessions
Attendance and participation at all Coliseum meetings, orientations, and training sessions is required. Communication is an essential function of your job and attendance at these enables you to learn of events happening in the facility and/or programs that affect your job and how well you perform your job.
Know, understand and enforce all Coliseum and job-specific rules and policies. Have a general understanding of all departmental programs and services to correctly convey this information to our members and guests.
- Dress appropriately
 - No cell phones
 - No smoking or dipping

Payroll, Time Cards, and Time Sheets:

Pay dates for ALL Sam Houston State University employees (including student staff) are on the 1st and 15th of every month. Effective August 1, 2006 all Sam Houston State University Student Payroll disbursements are processed through the standard University disbursement process through the Bearkat OneCard program. Students can verify or modify their disbursement preference at any time by logging on to their account at www.bearkatone.higheroneaccount.com.

Student Disbursements Choices are: (1) Payroll Disbursements can be sent directly to the OneAccount linked to your Bearkat OneCard. This is the optional free checking account linked to your ID card. Sending to this account is the fastest delivery method. (2) Send your disbursements directly to your bank of choice through ACH processing. (3) The third option is for a paper check. The check is mailed from Connecticut on payday, and you must allow for mail delivery, which can be up to 7 days to 10 business days from the payroll date.

For more information please call the Bearkat OneCard office at (936) 294-CARD or stop by their office in the LSC Suite 330 or www.shsu.edu/onecard/

In order to receive a payroll check, employees must sign his or her timesheet. An employees MUST have an active email account for this process. All coliseum employees are on blackboard and will be notified by email when to come sign their timesheets. The timesheets will be located in assigned boxes in the workroom (117). It can be signed and returned to the office. It is the students responsibility to come and sign their timesheets.

Timecards for Coliseum employees are located in the metal filer on the wall in room 117. At the beginning of each pay period, a new time card with the employee's name and pay period will be put in the filer. Each time a shift is worked, the time in and time out should be recorded using the automated time clock. If you forget to clock in or out of a shift it is your responsibility to let a supervisor know through email the next day. On the last day of the pay period, timecards will be collected to record on your timesheet.

Remember that SHSU payroll runs 2 weeks behind. So, on a pay date, you are being paid for the hours worked during the previous period.

Erika St. Germain Policy:

A policy implemented on June 17, 2002 regarding payroll for a new employee stated that a new employee will only be allowed to work no more than 10 hours before officially on University payroll.

Blackboard:

PLEASE UTILIZE THIS SYSTEM!!

All employees are put on the blackboard system when hired (you will be removed if you are no longer employed by Johnson Coliseum). On this you will have access to the schedule, upcoming events/meetings/training/orientations, reminders (timesheets, game info, graduation, etc.), phone lists, policies and procedures, work agreements, as well as email to all of the employees for Johnson Coliseum. Please check this system regularly to be informed of what is going on in the Coliseum.