



CAMPUS RECREATION

SPORT PROGRAMS

EMPLOYEE MANUAL

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WELCOME & INTRODUCTION

CAMPUS RECREATION MISSION STATEMENT

Campus Recreation provides a diverse and intentional recreational program in a safe, inclusive, and accessible environment which enhances the social, mental, and physical well-being of the entire University community.

CAMPUS RECREATION VISION STATEMENT

Through involvement in Campus Recreation as an active participant or employee, every member of the University community will achieve an enhanced quality of life.

This vision will be achieved as a result of our commitment to the following principles:

SELF-AWARENESS

Create a better understanding of self and others through experiential opportunities

WELLNESS

Encourage healthy, active lifestyles through a variety of educational and recreational opportunities

ETHICS & INTEGRITY

Promote an environment in which participants and employees practice sportsmanship and ethical decision-making

EQUITY & INCLUSION

Provide fully accessible and inclusive recreational services and facilities

LEADERSHIP

Develop and enhance leadership skills through participation and employment

INNOVATION

Prioritize creative and strategic use of knowledge, trends, and resources to enhance recreational facilities and services

ENGAGEMENT

Promote socially responsible behavior and encourage life-long engagement in a balanced, quality lifestyle.

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SPORT PROGRAMS MISSION STATEMENT

Sport Programs is an entity within Campus Recreation that encompasses Sport Clubs and Sport Programs. We exist to provide competitive, recreational, and instructional opportunities in an inclusive environment, aimed at promoting a healthy and active lifestyle. Sport Programs develops leaders through participation and student employment.

A Sport Club is a university recognized student organization formed by individuals with a common interest in a sport. The primary goals of this program are member recruitment and retention, student leadership, involvement, and participation. Each Club is formed, organized, governed, and administered by the student membership of that particular club.

Sport Programs offers the opportunity for participants to compete against their peers in a friendly and structured environment through a variety of team sports and individual/dual activities that fit their needs. Sport Programs caters to all skill levels through a variety of traditional and non-traditional programs.

LEARNING OBJECTIVES FOR PARTICIPANTS

1. **Community:** After participating in Sport Programs as an Intramural or Sport Club athlete, participants will develop a sense of community by identifying other participants with similar interests.
2. **Healthy Lifestyle:** After participating in Sport Programs as an Intramural or Sport Club athlete, participants will develop habits associated with a healthy lifestyle and personal wellness.
3. **Balance/time management:** After participating in Sport Programs as an Intramural or Sport Club athlete, participants will be able to make purposeful decisions regarding the balance of education, work and leisure.

LEARNING OBJECTIVES FOR STUDENT LEADERS

1. **Personal Responsibility:** Through involvement with Sport Programs as a student leader, students will be able to identify personal leadership goals and implement a plan for achievement.
2. **Managing Conflict:** Through involvement with Sport Programs as a student leader, students will be able to identify multiple strategies to resolve conflict.
3. **Critical Thinking:** Through involvement with Sport Programs as a student leader, students will be able to identify improvements in their communication and critical thinking skills.

SPORT PROGRAMS WORK ENVIRONMENT

Sport Programs maintains several policies to create a safe, warm, and friendly work environment for our employees. Every employee should expect and enforce the following information and report any violations to the appropriate authority.

CONTACT INFORMATION

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CAMPUS RECREATION POLICIES & PROCEDURES

NON-DISCRIMINATION POLICY

The University of North Carolina at Chapel Hill does not practice or permit discrimination in employment on the basis of race, color, sex, sexual orientation, national origin, religion, creed, age, veteran status, or handicapping condition. The University has adopted affirmative action plans and anti-discrimination policies that reaffirm its commitment to equality of opportunity.

ADA COMPLIANCE

The University encourages employment of individuals with disabilities who meet all requirements of a position, and who can perform the essential functions of the position with or without reasonable accommodation. The University's commitment is strengthened by the Americans with Disabilities Act [ADA] signed into Federal law July 26, 1990. The University will not eliminate an otherwise qualified applicant or employee from consideration on the basis of disability, and will provide reasonable accommodations for persons with disabilities.

SEXUAL HARASSMENT POLICY

Sexual harassment is a form of discrimination involving unwelcome sexual or sex-based conduct that interferes with the employment of others. Harassing behaviors can be verbal, non-verbal, or physical, and range from subtle innuendo of a sexual nature to coerced sexual activity.

Some examples of workplace behaviors that are sexually harassing include:

- Unwanted sexual remarks or inferences;
- Offensive comments about sex- or gender-specific traits;
- Unwelcome sexual propositions, threats, bribes, written notes, or phone calls;
- Unwelcome gestures or sounds;
- Unwanted physical contact of a sexual nature [e.g. touching, pinching, kissing, or holding]

Sexual harassment violates University policy as well as Federal law, and Sport Programs employees should be aware that substantiated incidents of such behavior could result in disciplinary action for offenders as severe as dismissal. In addition to University sanctions, people who engage in sexual harassment may be subject to civil or criminal action.

HARASSMENT & VIOLENCE POLICY

The University does not practice or permit harassment in employment on the basis of a person's age, sex, race, color, creed, religion, national origin, or handicapping condition. Further, it is the responsibility of every employee in the University community to conduct him or herself in a manner that contributes to an environment free of unlawful harassment.

Unwelcome advances, requests for favors, and other verbal or physical conduct by one in a position of authority at the University or by a peer employee constitute unlawful harassment when:

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- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission or rejection of such conduct by an individual is used as the basis for an employment decision affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment.

The University of North Carolina at Chapel Hill is committed to providing a safe and healthy workplace for all employees. To that end, it is the policy of the University of North Carolina at Chapel Hill that workplace violence in any form is unacceptable. Any form of violence by an employee against another employee, student, vendor, or visitor to the University, including but not limited to physical attack, intimidation, threats, or property damage, will be cause for disciplinary action up to and including dismissal as unacceptable personal conduct.

DRUG & ALCOHOL FREE WORK ENVIRONMENT

The University maintains a drug-free workplace. Anyone reporting to work under the influence of alcohol or illegal drugs, or using alcohol or illegal drugs on duty will be dismissed without warning. In addition to disciplinary action by the University, violation of the University's drug and alcohol policies may be cause for criminal prosecution by government or law enforcement agencies. A copy of the University's alcohol policy can be found [here](#).

USE OF UNIVERSITY EQUIPMENT

As a Campus Recreation employee, you may on occasion be issued items that are University property that you are held responsible for. These items include, but are not limited to, sports equipment, sports apparel, and electronics. In the event that any equipment is lost, stolen, or damaged, it must be reported immediately to the employee's supervisor. Failure to return the equipment as requested could result in reimbursement by the employee held responsible and disciplinary action.

PAYROLL PROCEDURES

TAX FORMS & IDENTIFICATION

Part-time Sport Programs employees must be enrolled as an undergraduate or graduate student at UNC.

Hired employees must complete the payroll package. Completed payroll packages will contain the following items:

- Campus Recreation Employment Information Form
- NC-4 Employee's Withholding Allowance Certificate
- W-4 Employee's Withholding Allowance Certificate
- I-9 Employment Eligibility Verification with 2 forms of ID [or one that establishes identity and employment eligibility]

DIRECT DEPOSIT

Sport Programs employees are required to sign up for Direct Payroll Deposit. On payday you will receive an earnings statement including gross pay, deductions, and net pay deposited. Deposits are made to your checking or savings account

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as of the opening for bank business on payday. Sport Programs employees may obtain a Direct Payroll Deposit authorization form from the Human Resources website at http://financepolicy.unc.edu/files/2012/04/1106_1_1f-Direct-Deposit-SPA-EPA.pdf.

HOURLY WAGE STRUCTURE

Each student employee position is assigned to a pay range; the hourly wages appear in the following table.

PAY RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
1	\$8.00	\$8.25	\$8.50	\$8.75	\$9.00	\$9.25
2	\$8.25	\$8.50	\$8.75	\$9.00	\$9.25	\$9.50
3	\$8.50	\$8.75	\$9.00	\$9.25	\$9.50	\$9.75
4	\$8.75	\$9.00	\$9.25	\$9.50	\$9.75	\$10.00
5	\$9.75	\$10.25	\$10.75	\$11.25	\$11.75	\$12.25

SPECIAL NOTES

Campus Recreation staff pay range depends on the job classification. For example: Operations Assistants are 1, Sports Officials are 2, Sport Supervisors and Certified Sports Officials are 3, first year graduate students are 4, second year graduate students are 5. Please note that the Operations Assistant position is only available to work-study students. Steps 1 through 6 indicate performance-based longevity raises.

PAY RAISES

Sport Programs awards pay increases to employees. To be eligible, the employee must have worked two consecutive academic semesters with positive performance evaluations and officiated at least one sport during the current academic year. The term positive performance evaluation suggests the employee has demonstrated above average and excellent work ethics, habits, and practices. The maximum amount of the longevity raise is twenty-five cents (\$0.25) per hour. Ultimately, the professional staff will determine whether an employee receives a longevity raise.

RECEIVING PAYCHECKS

You will receive your first paycheck approximately 4 weeks (2 pay periods) after your first scheduled shift. Thereafter, you will receive a paycheck every two weeks, as long as you have worked some hours. You will get paid on Fridays (with the rare exception of a holiday), and UNC Payroll will send you a direct deposit notification email.

An example of the fall 2016 pay schedule is listed below:

PAYDAY	DATES COVERED
September 2	August 8 – August 21
September 16	August 22 – September 4
September 30	September 5 – September 18
October 14	September 19 – October 2
October 28	October 3 – October 16
November 11	October 17 – October 30
November 25	October 31 – November 13
December 9	November 14 – November 27

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WORKERS' COMPENSATION

If you're injured, as a result of your work responsibilities, we'll make sure you receive the proper compensation as required by the North Carolina Workers' Compensation Act. More information about Workers' Compensation can be found here: http://ehs.unc.edu/workplace_safety/worker_comp/.

SPORT PROGRAMS POLICIES & PROCEDURES

GENERAL EMPLOYMENT

CERTIFICATION REQUIREMENTS OF EMPLOYEES

Sport Programs Supervisors are required to complete the American Red Cross certification process for CPR, AED, and First Aid before the formal start of employment. Failure to obtain these certifications may result in termination or suspension of employment. CPR, AED, and First Aid re-certification is the responsibility of the employee and must occur no later than the expiration date on the certification card. Sport Programs will offer the American Red Cross CPR, AED, and First Aid certification sessions throughout the academic year. Employees should plan accordingly to ensure they maintain current certifications.

Although the certification is only required of Sport Programs Supervisors, all Sport Programs staff members, such as officials and operations assistants, are highly encouraged to obtain the American Red Cross CPR, AED, and First Aid Certification through the courses offered by Campus Recreation.

SCHEDULING PROCEDURES

WHEN TO WORK – ONLINE SCHEDULING SYSTEM

All employees are required to set their availability on When to Work. Employees must be available a minimum of 2 shifts per week. Schedules will be published weekly on Wednesdays for the following week ahead. Schedules are subject to change.

TIME OFF REQUESTS & SUBSTITUTIONS

Any special requests for scheduling (i.e. time off or changes in availability) must be made by Tuesday afternoon before schedules are sent out and posted on Wednesday. All employees are responsible for arranging for a substitute in the event that they are unable to work a scheduled shift. Use the When to Work tradeboard, the listserv, contact list, or When to Work messaging to contact fellow employees and ask for a substitute as soon as you know you cannot make your scheduled shift. Indicate the date and time of your shift when requesting a substitute. A substitute must be confirmed and approved so do not assume you have a substitute for your shift just because you have posted your shift on the When to Work tradeboard or because you have sent an email. If you cannot find a substitute, please inform your direct supervisor at least 24 hours before your shift. If a substitute is not found, the employee is still responsible for working their originally scheduled shift. After finding a substitute, please inform a professional staff member if changes are not made on the When to Work website.

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CHECK IN/OUT PROCEDURES

All employees are required to report to the location of their shift at the time indicated on their When to Work schedule. Start time may vary depending on the sport, activity, or position, but will be indicated on their When to Work schedule.

All staff members must check in and out with the Sport Programs Supervisor. In addition, all Sport Programs employees must bring their UNC ONE Card to each shift to swipe in and out at the badge terminals located in the Student Recreation Center, Fetzer Hall, and Rams Head Recreation Center. Failure to do either may result in no credit for the hours worked during that shift.

EMPLOYEE EVALUATIONS

All Sport Programs employees are subject to employee evaluations. The evaluation process is different for each position; however, the evaluation process is designed to be interactive and provide valuable information to both the employee and their direct supervisor regarding strengths, areas of concern, and opportunities for improvement. This interaction is an invaluable tool in developing a positive and productive work environment. All student employees are evaluated a minimum of once per semester.

During each sport, supervisors, evaluators, programs assistants, interns, and professional staff will be evaluating staff's performance as an employee on the field/court. These evaluations will be used as a learning tool to improve staff's performance. Sport Programs Supervisors will be evaluated each semester by the professional staff.

EMPLOYEE INCENTIVE PROGRAM

Sport Programs employees will be given awards as part of the Employee Incentive Program. These awards may be based on the number of shifts worked, work conduct and performance, and meetings and training clinics attended.

STAFF DEVELOPMENT & TRAINING OPPORTUNITIES

Carolina Campus Recreation and Sport Programs is dedicated to providing all employees with staff development and training opportunities in an effort to provide personal and professional growth and to improve service to students, faculty, and staff. For specific development and training opportunities available, such as working extramural tournaments, officiating high school sports, and attending professional conferences, please speak with your direct supervisor.

EMPLOYEE PARTICIPATION IN SPORT PROGRAMS

Employees are encouraged to participate in all Sport Programs. However, employees may not play during any time they are scheduled to work. All employees will be held to a higher standard than other participants in terms of setting a good example and showing good sportsmanship to fellow participants, officials, and supervisors while they are playing. Employee participants may not wear any Campus Recreation staff clothing while participating in Sport Programs.

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WORK PERFORMANCE

Sport Programs employees' work conduct and performance should support and promote the University and Carolina Campus Recreation goals and mission. Employees who exhibit inappropriate conduct or unsatisfactory work performance are subject to appropriate disciplinary action.

Inappropriate conduct includes, but is not limited to, insubordination (willfully refusing to carry out a reasonable work assignment), stealing University property, fighting, or involvement with illegal drugs. Inappropriate conduct includes activities both on and off the job that may affect your ability to perform duties according to the expected standards.

Unsatisfactory work performance includes lack of quality, quantity, or timeliness in work assignments, irregular or inconsistent attendance, and failure to observe safety and operational rules and practices.

CUSTOMER SERVICE, ATTITUDE, & PERFORMANCE EXPECTATIONS

CUSTOMER SERVICE

Customer service is the foundation for Sport Programs operations. Customer service is a state of excellence that exceeds expectations and instills hope. Customer service means leaving people better, whether by quality products, smiling faces, or pleasant environments. Sport Programs customer service specifically means:

- Employees will assist participants and take initiative to solve problems.
- Employees will demonstrate fair and unbiased actions related to Sport Programs.
- Employees are paid to work and supervise. In other words, your job is your primary responsibility while you are on duty. Activities that hinder your attention to your job responsibilities (i.e. exercising, studying, eating, using a cell phone, or socializing while on duty) should be avoided while you work.
- Employees should be familiar with Sport Programs policies, procedures, upcoming events, and other items discussed in staff meetings or emails to ensure smooth, efficient operation of the program.

ATTITUDE

We expect Sport Programs employees to embody the life-changing vision at all times and value the importance of each participant in our programs. Each employee should have a positive attitude and treat participants respectfully. Sport Programs employees should also maintain appropriate conversation while working their scheduled shifts and refrain from the use of profanity.

PERFORMANCE EXPECTATIONS

- Be professional at all times when interacting with staff, participants, and spectators. Remember you are representing all fellow employees, Campus Recreation, and UNC-Chapel Hill.
- Spend time learning all rules, regulations, policies/procedures, and official's mechanics for each sport, prior to working any sport for the first time. Be prepared to perform other job positions when called upon and answer questions directed to you by other employees, participants, and spectators.
- Work with other campus recreation staff in a cooperative manner.
- Always be on time!

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DRESS CODE

APPROPRIATE STAFF SHIRT

Operations Assistants are expected to wear the staff t-shirt distributed during orientation and training. This shirt should be wrinkle-free and clean upon arrival for scheduled shifts.

Supervisors are expected to wear the polo style staff shirt or the staff t-shirt distributed during orientation and training. This shirt should be wrinkle-free and tucked in completely upon arrival for scheduled shifts.

Officials should wear a t-shirt covered by the appropriate official's jersey provided by Sport Programs for each sport. The official's jersey should be worn when working all intramural contests. The official's jersey should be tucked in at all times while officiating.

SHORTS, PANTS, OR SKIRTS/DRESSES SHOULD ACCOMPANY THE STAFF SHIRT

All staff should choose neat attire (i.e. no torn or shredded jeans or khakis) to compliment the staff t-shirt. The clothing chosen by all staff should allow generous mobility in the event of an emergency situation.

Officials should wear black, or dark colored shorts or warm-up pants. Officials are not allowed to wear jeans.

NO HATS

Sport Programs staff should not wear hats inside on scheduled shifts. Hats that are worn during outside events must not contain any material deemed inappropriate.

ATHLETIC SHOES AT ALL TIMES, NO EXCEPTIONS

All Sport Programs employees will be required to wear closed-toe athletic shoes during all scheduled shifts.

ATTENDANCE & TARDY POLICY

Absences and tardiness will not be tolerated. Employees are in a leadership position of responsibility and it is an honor and privilege to hold such positions.

SHIFTS

All Sport Programs employees are required to attend all of their scheduled shifts. If an employee misses a shift and does not arrange a substitute, then they will be contacted by a professional staff member or their direct supervisor. If the employee does not resolve the absence, then professional staff will enforce the disciplinary procedures for a missed shift.

TRAINING CLINICS & STAFF MEETINGS

All Sport Programs employees will be required to attend all training clinics and all staff meetings for each sport they desire to work. This will increase your knowledge of the sports, improve your relationship with your peers, and prepare you, if needed, to step in and perform other job duties. Missing a staff meeting without prior approval from their direct supervisor will be treated as a missed shift. The purpose of the meetings will be to address questions, problems, comments, and concerns of the staff and to review assessments, evaluations, and training materials as needed. Employees will be compensated for attending a mandatory staff meeting or training clinic.

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DISCIPLINARY PROCEDURES

Sport Programs administers a corrective disciplinary policy designed to help employees and professional staff remedy work performance or conduct that has become unsatisfactory. The emphasis is on resolving problems and restoring harmony and productivity to the work environment. Sport Programs professional staff reserves the right to treat each violation requiring disciplinary action on a case by case basis if necessary.

WARNING SYSTEM

Warnings will be issued for violations requiring disciplinary action but not extreme enough to issue a strike. Warnings will be issued at the discretion of the supervisor, program assistants, interns, and professional staff of Sport Programs. After a warning has been issued the employee must meet with their direct supervisor, in which case a strike may be issued.

Situations deserving warnings include, but are not limited to the following:

- An employee who arrives late, but not excessively late, for a shift without excuse
- Poor performance of work responsibilities on a shift
- Losing equipment under the supervision of employee (pending the type of equipment a strike may be issued)
- First violation of employee dress code

Warnings will be documented and placed in an employee's permanent file that can only be accessed by professional staff.

THREE STRIKES SYSTEM

A strike is a repercussion for actions that hinder work performance. Your job responsibilities are your first priority while on duty for Sport Programs. Any activity deemed a hindrance to work responsibilities could result in a strike.

Participating in the following actions without prior authorization from the professional staff or a Sports Supervisor may result in a strike:

- Eating while on shift
- Studying or reading while on shift
- Making or receiving personal phone calls/texts while on shift
- Leaving the facility for reasons not required by job responsibilities
- Abusing privileges associated with Sport Programs employment

Participating in the following actions will result in a strike under all conditions:

- Not performing job duties and responsibilities
- Consistent late arrival for scheduled shifts
- Missing a scheduled shift without arranging a substitute
- Failing to attend a mandatory staff meeting without prior approval from the professional staff
- Disrespecting participants, co-workers, or superiors

Sport Programs will follow these procedures when issuing a strike:

- **1ST VIOLATION:** Employees will receive a written notification and explanation by the appropriate authority.

- **2ND VIOLATION:** Employees will receive a written notification and attend a performance review meeting with the professional staff.
- **3RD VIOLATION:** Employees will receive a written notification and attend a termination review meeting with the professional staff.

EXTREME CONDUCT VIOLATIONS

Participating in the following actions are exemptions of the Three Strikes System and will result in immediate termination:

- Consuming alcohol or illegal drugs immediately before or during a scheduled shift
- Stealing from or vandalizing Sport Programs facilities and equipment
- Inaccurately reporting hours worked
- Improper behavior on-duty or off-duty that affects job performance and/or violates public trust

30-DAY NOTICE

Sport Programs professional staff may issue a 30-day notice to an employee who consistently performs below expectations. The notice, issued via written letter or email, will outline specific instances where the employee failed to meet performance expectations. The letter will also contain suggestions for improving job performance. The letter serves as a notification that the employee may be terminated in 30 days if significant improvement is not observed.

The professional staff will determine the employee's status as a Sport Programs employee 30 days after s/he receives the letter or email. The employee will be notified and receive a written copy of the final decision in a meeting with the professional staff.

GRIEVANCE PROCEDURES

Sport Programs is committed to fair and equitable treatment for all employees; therefore, we have established a system to resolve work-related issues between employees and supervisors. Sport Programs employees will have two weeks from the date of a disciplinary action (not including 30-day notices or terminations) to submit a formal letter of protest. Employees must submit a typed letter explaining the reasons for disagreement. Employees must be as thorough as possible, as the Grievance Review Committee will base their decision partially on the protest letter content.

The Grievance Review Committee will meet to discuss the protest letter. This committee will consist of the professional full-time staff and one randomly selected student staff member. The Grievance Review Committee will conduct the meeting according to the following protocol:

- The strike-issuing supervisor will explain the situation warranting the disciplinary action. S/he will leave the meeting immediately following the explanation.
- The Grievance Review Committee will read and discuss the protest letter.
- The Grievance Review Committee will vote on the final decision after exhaustively discussing the protest letter. The final decision will be awarded to the majority vote. Every member of the committee must vote.

The Grievance Review Committee will distribute the final decision via written letter or email to the supervisor and employee, and a copy of the final decision letter will be placed in the employee's permanent file. The letter will explain the final decision and outline the appropriate conduct for the supervisor and employee. If the committee decides against the disciplinary action, then the record of the infraction will be eliminated from the employee's permanent file. If the committee supports the disciplinary action, then the record of the infraction will remain in the employee's permanent file.

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RISK MANAGEMENT PROCEDURES

Sport Programs Supervisors are required to complete and submit an Incident Report Form regarding any incidents, accidents, or emergencies that occur during their shift. Incidents, accidents, or emergencies, may include confrontations between people or groups of people, fighting, suspicious persons, or injuries. Statements from witnesses, including other participants or Sport Programs employees may be required. This form should be completed thoroughly and submitted to a professional staff member at the end of each night.

EMERGENCY AND FIRST AID EQUIPMENT

Campus Recreation facilities maintain fully stocked first aid supplies, blood spill clean-up kits and emergency equipment (AED) at specific locations at all facilities where programs and activities occur, except for the North Campus Recreation Complex and at unsupervised, free play activities at outdoor facilities. Please refer to the chart below for specific locations:

FACILITY	FIRST AID SUPPLIES & BLOOD SPILL KIT	AED
Student Recreation Center	Front Desk Administrative Offices	Adjacent to the stairs between the first and second levels
Rams Head Recreation Center	Front Desk	Front Desk
Outdoor Education Center	Challenge Course/Expedition Offices	(3)Challenge Course Office, Get Real and Heel Offices, & with Expedition Programs
Hooker Fields	Sheds During Official Campus Recreation Programming	Behind Sports Medicine Shed (Field 2)
Ehringhaus Field	Shed or Athletic Trainer During Official Campus Recreation Programming	Behind Shed Closest to the Scoreboard
Fetzer Hall	Fetzer Equipment Room	(3) Across from Fetzer Equipment Room, Between Fetzer Gyms A & B, and Fetzer Hall Administrative Offices
Woollen Gym	Woollen Equipment Room	(2) Adjacent to Woollen Equipment Room and Outside of Woollen 021 (Lower Level)
Bowman Gray Indoor Pool	Check-In Table	Check-In Table
Kessing Outdoor Pool	Check-In Table	Check-In Table
South Campus Recreation Complex	Campus Recreation Shed During Official Campus Recreation Hours of Operation	Campus Recreation Shed During Official Campus Recreation Hours of Operation

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EMERGENCY RESPONSE PROCEDURES (GENERAL)

This information is designed to provide general guidance in the event of an emergency. The procedures outlined, together with common sense, are intended to prevent injury to persons and to reduce damage to campus property.

The first step in any emergency is to take care of you. When you know you are safe, follow the steps outlined in this section to promote the general safety and well-being of others. Remain calm, and think before you act.

ROLE OF A FIRST RESPONDER

1. Assess the situation. Check the scene for any potential hazards and check individual(s) for signs of life.
2. Call 9-1-1, and be prepared to give as much detailed information as possible such as:
 - a. Caller's full name
 - b. Location of call/incident
 - c. Directions to location
 - d. Phone number
 - e. Type of assistance needed
 - f. Number /condition of individuals involved
 - g. Level of consciousness of injured individual(s)
 - h. Treatment provided

Reminder: Diagnosis is not your responsibility or profession.
3. Provide immediate assistance to injured or incapacitated individual(s).
4. Notify the sport director on duty immediately. Send a staff member or participant to meet emergency personnel at the road nearest the entrance of the facility.
5. Once the situation is under complete control, complete an Incident Report Form and notify emergency contact.

GENERAL FACILITY EVACUATION INFORMATION

- If an alarm sounds, ALWAYS evacuate the building. Never assume a false alarm. The safe evacuation of all patrons and employees is the first priority.
- Make an evacuation announcement if possible.
- Patrons should evacuate through the nearest exit in a quick and orderly fashion. Campus Recreation staff should assist patrons with evacuations if it is safe to do so.
- Everyone must leave the building. This includes participants in activity classes, teams with competition in progress, free play participants, and all staff and personnel.
- Any individuals or groups that fail to evacuate should be documented, and the Director of Facilities and Operations should be notified.
- If safe to do so, Campus Recreation personnel should complete one final walk through of the building to ensure that all areas have been evacuated.
- All evacuees should be relocated to each facility's designated safe area, which is at least 100 feet from the building. If safe to do so, Campus Recreation personnel should be designated to walk the perimeter to make sure no one is within 100 feet of the facility, and that walkways and roadways are clear for emergency personnel.
- Campus Recreation staff should make every possible effort to assist disabled persons during the evacuation process. They should enlist the help of others to hand carry, if necessary, disabled persons from the facility. If it is not possible to evacuate someone, they should be left in the designated Area of Refuge for individuals with disabilities, and this information should be communicated to emergency personnel.

PERSONAL AND PROPERTY SECURITY

THREATS TO HUMAN SAFETY (ASSAULT, FIGHTING, PERSONS WITH WEAPONS, ETC.)

1. Be alert to what is happening around you.
2. Do not try to be a hero. Remove yourself from any threatening environment, and do not try to intervene.
3. Be a good witness. Know the location, situation, and be able to describe individuals and circumstances.
4. Call 9-1-1 if the situation is life threatening or anyone is in imminent danger. Call the Department of Public Safety (UNC Police) for non-emergency assistance at 919-962-8100.
5. If necessary and possible, move any individuals affected to a secure area until police arrive.
6. Once the situation is under control by authorities, contact Campus Recreation professional staff.
7. After the situation is resolved, document all activity on an Incident Report Form and submit it to your supervisor.

TRESPASSERS (SUSPICIOUS PERSONS, INTRUDERS, STALKERS, ETC.)

This can be anyone who makes the patrons and/or employees at any Campus Recreation facility excessively uncomfortable.

1. Report the incident/situation to the Campus Police by calling either 9-1-1 (imminent emergency) or 919-962-8100 (non-emergency).
2. Get a good description of the alleged perpetrator, and be prepared to describe in as much detail as possible his/her appearance, location, and if he/she left the facility, the direction he/she was heading.
3. Remain calm until someone arrives to give further instructions.
4. Try and locate other employees or patrons for witnesses who can give good descriptions.
5. Keep patrons and other employees in secure areas and away from rooms that can be locked.
6. Never confront or attempt to apprehend or detain the individual yourself. Also, do not block exits.
7. When safe to do so, document all activity on an Incident Report Form and submit it to your supervisor.

SUSPICION OF THEFT OR DAMAGE (VANDALISM, BURGLARY, ETC.)

It is the policy of Campus Recreation to recommend the use of locks and lockers to all patrons. Staff should recommend locking all personal items when asked about the subject. Other general rules to follow include:

1. Keep valuables out of view.
2. Be aware of suspicious activities by patrons, visitors, and staff.
3. Periodically monitor areas where valuables may be left, stored, and/or locked.
4. Periodically monitor low-traffic areas and hard to see or reach areas.
5. Do not try and detain any suspect.
6. If theft or damage is believed to have occurred, get a good description of any and all possible suspects and try to find witnesses and get contact information and statements.
7. Immediately report the incident to the Campus Police by calling 9-1-1 or 962-8100.
8. Document the theft or damage on an Incident Report Form and submit it to your supervisor.

RIOT OR MAJOR DISTURBANCE

If a riot or major disturbance occurs outside of a Campus Recreation facility, please follow these safety considerations:

1. Call 9-1-1 immediately.

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2. Lock exterior doors. If staffing allows, post a staff member at all doors to prevent those leaving the facility from letting troublemakers into the facility.
3. Occupants of the facility should be warned of the situation and advised to remain indoors until further information is available.
4. Gather witness information and statements on the situation if possible.
5. Document all activity on an Incident Report Form and submit it to your supervisor.

If a riot or major disturbance occurs inside a Campus Recreation facility, please follow the following safety considerations:

1. Call 9-1-1 immediately.
2. If it is safe to do so, please try and warn any occupants not involved in the situation to leave the area.
3. Do not attempt to break up any large or small disturbance.
4. At a safe distance, try to gather witness information and statements on the situation if possible.
5. Document all activity on an Incident Report Form and submit it to your supervisor.

BLOODBORNE PATHOGENS STANDARD AND EXPOSURE CONTROL PLAN

The bloodborne pathogens standard and exposure control plan is in place to help eliminate or minimize exposure to blood or other potentially infectious materials. Campus Recreation employees may have occupational exposure to blood or infectious materials. Occupational exposure is defined as reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

In the case of a blood spill, bloodborne pathogen kits and clean-up solvents are located at all facilities where programs and activities occur. All Sport Programs staff members are encouraged to proceed with the following steps to complete the online bloodborne pathogen training.

- Go to the Environment, Health, and Safety website at http://ehs.unc.edu/training/self_study/bbp/.
- View the modules on bloodborne pathogen training.
- Follow the directions to take the "Post Test".
- Print out and submit a copy of the certificate to your direct supervisor.

UNIVERSAL PRECAUTIONS AND WORK PRACTICE CONTROLS

- **Hand washing:** Hands and any other contaminated skin are to be washed with soap and water, and mucous membranes flushed with water immediately or as soon as feasible following contact of such body areas with blood or potentially infectious materials. When the provision of hand washing facilities is not feasible, an appropriate antiseptic hand cleaner in conjunction with clean cloth/paper towels or antiseptic towelettes are to be used.
- **Gloves:** Gloves are to be worn when it can be reasonably anticipated that the employees may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin or when handling or touching contaminated items or surfaces.
- **Contaminated Sharps:** Contaminated sharps (including needles) are not to be bent, broken, recapped, or removed, unless it can be demonstrated that no alternative is feasible. Contaminated sharps must be placed in puncture resistant, leak-proof containers displaying a BIOHAZARD label until properly reprocessed. Broken glassware which may be contaminated must not be picked up directly with the hands. It is to be cleaned using mechanical means, such as a brush and dust pan, tongs, or forceps.

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- **Contaminated Laundry:** Clothing, towels, etc... which may be contaminated are to be handled as little as possible with a minimum of agitation. Contaminated laundry must be bagged or containerized at the location where it was used and is not to be sorted or rinsed in the location of use. Contaminated clothing should not be washed with any other laundry and should be disposed of properly by bagging and placing in a waste receptacle.

CLEAN-UP OF BLOOD SPILLS:

Employees who are exposed to blood or other potentially infectious materials are to be thoroughly familiar with emergency and decontamination procedures, so that the contamination is contained and exposure to individuals is minimized. All equipment and surfaces are to be cleaned with an appropriate disinfectant immediately after spills. The following procedure is suggested for clean-up of blood spills:

1. Limit access to the affected area and warn others not to enter the contaminated area.
2. If the amount of the blood spill is approximately 20 ml or less (about a shot glass worth), Campus Recreation staff will clean up the blood. If the spill is more than 20 ml, please call Environment, Health, and Safety during the hours of 8:00 am – 5:00 pm or Campus Police after hours or on the weekends.
3. A blood spill clean-up kit is to be available and is to include a bucket, plastic bags, paper towels, disinfectant, and rubber gloves.
4. Rubber gloves are to be worn when working in the spill area.
5. Remove and containerize contaminated items and garments.
6. Paper towels with germicide may be used to cover the area. Suitable disinfectants include those that are tuberculocidal or a solution of 5.25% household bleach diluted to a 1:10 to 1:100 with water. Pour a germicidal solution around the spill and allow it to flow into the spill.
7. Let stand for a few minutes allow for adequate disinfectant contact time. Absorb the spill and disinfectant in paper towels or other absorbent material.
8. Using a dust pan and squeegee or broom, transfer contaminated materials (paper towels, glass, liquid, etc...) into a bucket lined with a plastic bag.
9. Remove gloves and any protective and/or contaminated clothing and place it in plastic bag.
10. Dispose of waste material in dumpster.

2-WAY RADIO PROCEDURES

Campus Recreation has implemented the use of two-way radios to facilitate communication within and between program areas and with Sports Medicine. It is now expected that all Campus Recreation programs (with the exception of Carolina Outdoor Education) will use these radios to communicate during normal operating hours within all Campus Recreation facilities (excluding Outdoor Education facilities).

The radio should be used to conduct Campus Recreation business and is not for general conversation. Profanity is not allowed. Only employees of Campus Recreation may use the radios. All Sport Programs radios should be on Channel 1. When calling anyone, always identify yourself and the person you are addressing (i.e. "Tori to Justin"). When contacting Sports Medicine, be very specific, by identifying yourself, your exact location, and the purpose of the call. Radios should always be kept on your body. Never leave a radio unattended. All Campus Recreation programs are expected to adhere to the following guidelines:

1. In the event that radio communication is unavailable employees should be knowledgeable and trained in other ways to communicate with fellow Campus Recreation personnel through:

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- a. Phone Communication with other facilities and/or employees;
 - b. Knowledge of other radio locations;
 - c. Physical location of other Campus Recreation personnel
2. Usage for radio communication between employees:
 - a. Within programs (i.e. Facilities to Facilities, Sport Clubs to Sport Clubs)
 - b. Between programs (i.e. Facilities to Intramurals, Aquatics to Facilities)
 - c. Programs to Sports Medicine (i.e. Intramurals to Sports Medicine, Sports Medicine to Facilities)
 3. Campus Recreation Radio Channel Designations:
 - a. Channel 1: Intramurals, Sports Medicine
 - b. Channel 2: Facilities and Operations, Climbing, Aquatics
 - c. Channel 3: Sport Clubs

ADVERSE WEATHER PROCEDURES

ADVERSE WEATHER: LIGHTNING

Lightning is the most consistent significant weather hazard that may affect Sport Programs. When there is a storm containing lightning in the vicinity of the UNC Campus, the weather service pages Sports Medicine, who will then notify Sport Programs through the 2-way radios. If the weather becomes a concern and you have not heard from Sports Medicine, please call the Stallings-Evans Sports Medicine Center over the 2-way radio or by phone (962-2067).

In the event of lightning, that is approximately 10 miles away or less, and/or other severe weather, everyone should be removed from the outdoor facility immediately. If the participants and employees are removed from the outdoor playing area, everyone should go to the closest safe structure and remain there until given an all clear by Sports Med. Sport Programs held at outdoor facilities may resume after at least 30 minutes of lightning-free weather activity, pending other severe weather.

In the event that Sport Programs programming may be affected by lightning in the area, the following steps should be taken to ensure patron safety:

1. When Sports Medicine staff is unavailable, Sport Programs staff should use the SkyScan Lightning Detectors. In the event that the SkyScan Lightning Detector is unavailable, use the flash-to-bang technique to determine whether or not to halt programming and seek shelter. The flash-to-bang technique is outlined below:
 - a. When lightning is first seen, begin counting.
 - b. Stop counting when the associated thunder is heard
 - c. Divide this number (in seconds) by 5 to determine the distance (in miles) of the lightning flash.
 - d. Programming should be stopped and facilities evacuated when lightning is detected within 10 miles of Campus Recreation facilities (Approximately 50 seconds when using the flash-to-bang technique).
2. Sport Programs staff will notify participants in all scheduled activities occurring on Campus Recreation facilities and will attempt to alert patrons participating in free-play activities on department facilities.
3. For those seeking appropriate shelter:
 - a. The primary choice for a safe location is a substantial, frequently inhabited building
 - b. The secondary choice is a fully enclosed vehicle with a metal roof and the windows closed
 - c. The following areas are not safe locations during a lightning storm:
 - i. Convertibles, golf carts, or gators
 - ii. High places and open fields

- iii. Temporary or non-enclosed shelters
- iv. Isolated trees
- v. Communication towers, flagpoles, metal bleachers or fences
- d. Individuals that are unable to find safe shelter should:
 - i. Crouch to the ground
 - ii. Put weight on the balls of their feet
 - iii. Keep their feet together, head lowered and ears covered
 - iv. Do not lie flat on the ground
- 4. The following locations should be used as temporary shelters if lightning is determined to be in the area:
 - a. Outdoor Education Center: individual vehicles or restroom facilities
 - b. Hooker Fields: Restrooms outside of Eddie Smith Field House, lower level of Institute of Government Parking Deck, or Carmichael Arena
 - c. NCRC: lower levels of Cobb Parking Deck
 - d. Ehringhaus Field: lower level of Rams Head Parking Deck
 - e. Henry Field: lower level of Rams Head Parking Deck or Eddie Smith Field House
 - f. SCRC: SCRC Equipment Shed, lower level of Business School Parking Deck, or nearby building or vehicle.
- 5. Resumption of activities:
 - a. If Sports Medicine staff is available, they will notify Campus Recreation personnel when it is safe to resume activities.
 - b. If Sports Medicine staff is not available, Campus Recreation personnel are advised to wait at least 30 minutes after lightning is last seen or thunder is last heard to resume Campus Recreation programming. Each time lightning is seen or thunder is heard, the 30-minute clock is reset.

ADVERSE WEATHER: TORNADO

Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others. Occasionally, tornadoes develop so rapidly that little, if any, advance warning is possible. Before a tornado hits, the wind may die down and the air may become very still. A cloud of debris can mark the location of a tornado even if a funnel is not visible. Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

If a tornado has been sighted or indicated by weather radar. Seek shelter immediately.

If Orange County has been put under a Tornado Warning, the University will activate the sirens as part of **Alert Carolina** to indicate that the situation has become imminent and life threatening. Campus Recreation staff and patrons must take immediate precautions.

1. Seek shelter immediately. The best place to be is in the interior of a building with no exterior windows. If possible, get to the lowest point of the building such as the basement. Examples of suitable shelter locations in Campus Recreation facilities would be:
 - a. Fetzer Hall gyms and/or locker rooms
 - b. Rams Head Recreation Center locker rooms
 - c. Woollen locker rooms
2. Avoid windows.
3. If no shelter is available, lie flat in a nearby ditch or depression and cover your head with your hands.
4. Watch for flying debris.

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CONCLUSIONS

NONDISCLOSURE AGREEMENT

Please detach the remainder of this document and sign it and return to the Sport Programs professional staff.

I understand the absolute necessity for maintaining appropriate confidentiality of all current or future personal information that I may access or that may otherwise come into my possession during my work in Campus Recreation. I recognize that information such as name, PID, and address, that I may have access to during my work may on its own or in combination with other information be considered nonpublic and may fall under the University's definition of Sensitive Information (<http://help.unc.edu/6475>).

I will not make available, provide visual or machine readable copies, sell or intentionally disclose the contents of any item containing Sensitive Information to any organization or person without the written authorization of The University of North Carolina at Chapel Hill.

I understand that my failure to abide by this agreement is reasonable basis for appropriate disciplinary action, including my discharge without prior notice.

Signature of Employee _____

Date _____

CERTIFICATION OF COMPLETION

STATEMENT OF UNDERSTANDING:

I have read the Sport Programs Employee Policy Manual and agree to uphold the policies and procedures outlined therein. By signing this document, I acknowledge understanding of the contents of this manual and pledge to work purposefully as an Sport Programs employee. I also authorize the appropriate authority to follow the disciplinary action procedures to address behaviors outside the expectations outlined in this manual.

I, _____ agree to the terms of the statement listed above. I will strive to make Sport Programs the program where life-changing experiences abound.

Signature of Employee _____

Date _____

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