Employment Requirements
Status as a currently enrolled student at TAMU-CC is required during the fall and spring semesters of employment. If your status should change during the semester, inform your supervisor immediately.

All employees must complete an employee packet prior to working any shifts. This includes application form, resumé, verification of eligibility for employment, hours of availability, code of ethics, workers compensation information, contact information.

Students must maintain a cumulative GPA of 2.0, with the exception of supervisors. Supervisors must maintain a cumulative GPA of 2.5.

Seasonal employees such as officials and aerobic instructors are not held to this standard.

Attendance is required at orientation and training sessions for your job area, and team meetings throughout the year. Work your scheduled shift(s) and when necessary cover your shift by using the appropriate substitute procedure. Be at your work station ready to work at the shift start time. Devote all work time to departmental business.

All employees must complete TAMU System Training on HR Connect Train Traq.

Substitute Procedure
It is the responsibility of the student employee to find a substitute to cover his/her shift. A copy of an employee phone list should be kept at home to help you find a substitute. Please follow these guidelines:

1. Use Whentowork.com to either trade or give up your shift.
2. Once your shift has been picked up or traded by a co-worker, your immediate supervisor will then approve the request.
3. Once the request is approved the substitute assumes responsibility for covering the shift.

Maintain current certification for your job area: American Red Cross First Aid, CPR, AED. Copies of your current certifications must be on file with the department.

Dress in a manner appropriate for carrying out your responsibilities. You should always wear your staff shirt and name tag while on duty to be easily identified by our patrons. Khaki shorts, pants, skorts, or capris should be neat in appearance – no cut-offs. Athletic tennis shoes must be worn while on duty. Open toed shoes are not allowed while on duty (except for lifeguards). TAMUCC Hats are permitted, must clean and worn with the bill forward.

Provide written and verbal feedback about your job-related problems, questions, suggestions, and situations to your supervisor.

Be familiar with departmental policies and procedures. For clarification on any policies, see your immediate supervisor.

Equipment (computers, copier, fax, etc.) is for departmental use only. Unauthorized use of departmental equipment will result in disciplinary action. You may make arrangements to pay for personal copies at 10 cents
each and to send a fax will depend on time not pages. You will be responsible for paying for any long distant faxes.

Provide excellent customer service in every patron encounter.

Each program area will establish specific policies and procedures for program operations.

**Food/Eating at Work**
Rec Sports recognizes that we are all on busy schedules, and that meals and snacks are squeezed in whenever and wherever possible. Eating is not permitted at work stations (Field House Equipment Room, Glasscock Front Desk, Score Keeping Tables). If you need to eat during your shift, do so away from customer interaction. Have another employee cover your work station while you take a break to eat. At the Field House – eat by the racquetball courts, at Glasscock, eat in the Wellness Center or break room. If a shift is ordering food together, take turns eating so that coverage can be maintained.

**Employee Evaluation Procedure**
Each semester, all employees will be evaluated by their immediate supervisor and have the opportunity to discuss any areas of concern. These evaluations are used to determine future employment or assignments.

**Employee Incentive Program**
The “Employee Bucks” program is designed to show appreciation to students that go above and beyond standard work responsibilities. Employees may get 1, 3, 5 or 10 bonus bucks for putting forth extra effort. Employees that cover a shift will automatically receive $1 and those who cover the most shifts during a pay period will receive $5. Employee bucks can be turned in at any time of the semester for prizes.

Ways to earn employee bucks:
- Taking holiday shifts.
- Covering a shift for someone.
- Emergency coverage (being called in by one of the professional staff).
- Completing out of the ordinary work assignments.
- Outstanding Customer Service.
- When your supervisor receives (legitimate) written or verbal compliments on your work.
- At the discretion of the professional staff.

**Annual Awards**
Each year Rec Sports holds a banquet to recognize the achievements of our students. Awards are presented for outstanding service and accomplishment such as, Official of the Year, Rookie of the Year, Supervisor of the Year, Employee of the Year, and Graduating Seniors.
**Payroll**

Student employees are responsible for recording hours on timesheets. **FALSIFICATION OF A TIMESHEET IS TERMS FOR IMMEDIATE DISMISSAL!**

**On Line Timesheet/Payroll Procedures**

Employees of the Recreational Sports Department use department computers to punch in and out for their work shifts. The computer in the Equipment Room at the Field House and the computer located in the GFWC Wellness Resource Room are commonly used to do this. Procedures for clocking in and out are as follows.

Quick Start
1. Log on to https://owl.tamucc.edu/~payroll/ (This is a short cut on the desktop of each computer.)
2. Type in your Username: initial of first name and full last name (no spaces).
3. Type in your Password: Default password includes typing out 3 initials of name, if do not have middle initial, then enter 0 (zero) in its place and the first 4 digits of your social security number.
4. Select the Department from the drop down menu. This is your job title. Examples include REC Supervisors, REC Attendant, REC lifeguard, REC Instructor, REC Official/Scorekeeper.
5. When you are starting your shift you will click the punch in button.
6. When you are completing your shift, follow steps 1-4 and then click punch out button.
7. If you make a mistake, a screen will pop up with a STOP SIGN that will say to go back and correct mistake. Do not use the internet back button. Instead use the link labeled “Back”.

Change Password
To change your password, you will have to log in, follow steps 1-4, and then click the utilities button. Click on “Change Your Password” link and follow directions. Make sure to click the submit button when done.

Problems Punching In or Out
Occasional computer or internet problems will disable the on-line time sheet system. If this occurs, complete your shift information on the payroll log sheet. Your supervisor will periodically check the log sheet to manually enter and over ride these shifts onto the electronic time sheets. If you’re having trouble with the system, please work with your supervisor to resolve the problem. New employees will use paper time sheets until loaded into the system by computer services and human resources.

End of Payroll Period
On the last day of your shift during the pay period, print out a copy of your timesheet and sign it. Note that this must be done for each area/position you work during the pay period. For example if you work as an attendant, official, and lifeguard, you will have 3 different timesheets to submit.

Time Traq
Each employee must submit all the hours they have worked on Time traq at the end of the pay period. Time traq is located under HR Connect under the Human Resources website. All employees are given an UIN number to enter this website. Please see your supervisor if you have not received a UIN or pin to access this account.
It is the employee’s responsibility to enter hours accordingly. You can enter them daily, weekly, or the day that timesheets are due. If no hours are submitted your timesheet will be cancelled for that pay period. If hours are inputted then you will only get paid for the hours that are in time trap. If you did not submit your hours you will need to email your immediate supervisor your hours so an adjustment can be done and you will get paid for them on the next pay period.

**Forgot to Clock In or Out**
As soon as you remember that you forgot to clock in or out, follow steps 1-4 under Quick Start section and punch in or out. IMMEDIATELY notify your supervisor so that he/she can make the corrections.

**Pay Schedule**

Pay periods generally cover a **14 day period of time**, starting on a Thursday and ending on a Wednesday. On occasion pay periods are shortened or lengthened to meet deadlines set by the TAMUS office for holidays or end of fiscal year.

Paychecks will be issued at the Rec Sports office after 8:30am on paydays. Pay period schedules are available in the Rec Sports office, and also on the electronic timesheet system. Checks are issued to the employee only, unless prior written authorization is provided to the office. All individuals picking up checks must initial the distribution list to receive their check. **During semester breaks, checks will be mailed if the employee supplies a self-addressed stamped envelope.** Otherwise, checks will be held until the student returns to campus.

**Paperless Payroll**
Rec. Sports strongly encourages all students to sign up for paperless payroll. To do so follow the steps below.

- Go to web site: https://hrc.tamu.edu/hrc/login.asp
- At User ID enter your Universal Identification Number (UIN)
- At Pin enter your pin number. If you do not know your pin, call Human Resources at ext. 2630 and they will let you know your pin over the phone.
- Click Login or hit Enter key
- At the HR Connect Site, click the Payroll Data Tab
- At payroll data page, scroll down to Electronic Payroll Earnings Information and click on details.
- At payroll earnings notification tab, enter your email address and verify
- Scroll down and select “Electronic Payroll Notification via email”
- Scroll down and click on Submit button
- Congratulations! You are enrolled in paperless payroll.

**Employee Discipline**
- Disciplinary action may result if an employee fails to fulfill employment responsibilities.
- Anytime an employee is written up, all documents related to the incident become part of their personnel file in the department of Recreational Sports.
- Decisions related to future employment and assignments may be effected by past performance.
- If an employee feels he/she has been treated unfairly in this process, he/she may meet with the Director of Recreational Sports.
Documentation Procedures
Personnel Behavioral Incident Reports are used to document inappropriate employee behavior and note responsive action.

A Personnel Behavioral Incident Report must be completed within two working days of a violation. A meeting will then be held between the supervisor and the employee to discuss the report, or the employee will not be scheduled to work. The employee has the opportunity to add his/her comments to the Personnel Behavioral Incident Report, and will be given the opportunity to improve unless the employee commits a major violation. In this instance, the supervisor may recommend the termination of an employee.

Violations are ranked as listed below. They include, but are not limited to:

Violation A
- Any activities in violation of the law or university regulations.
- Theft or property destruction.
- Unsatisfactory work performance which endangers a person’s safety.

Violation B
- Verbal or physical abuse of staff or participants.
- Failure to report for assigned shift.
- Failure to abide by Recreational Sports’ policies and procedures, or disregard for departmental policy and procedure.

Violation C
- Minor infractions of departmental policy and procedure.
- Lateness or signing in after the time you are scheduled to begin working.
- Not wearing staff shirt while on duty.
- Non-enforcement of Recreational Sports policy and procedures for participants.
- Leaving work station unattended or unsecured.
- Unauthorized personal or excessive use of the telephone.
- Failure to complete opening or closing procedures or other type of Recreational Sports forms.
- Participating in recreational activity while on duty.
- Using language and actions unsuitable to the philosophy of the Recreational Sports Department of TAMUCC.
- Being ejected from an intramural contest for displaying sportsmanship which is undesirable for an employee.

The goal of the Behavioral Incident Report and meeting is to generate a corrective response. If behavior does not improve, or further violation(s) occur, suspension or termination may result.

Criminal History Record Information- Employees
The TAMU system is committed to protecting the safety and welfare of employees and general public. To achieve these goals, members of the A&M system may obtain, at anytime, criminal history record information on any applicant for employment or any existing employee. Criminal history record information may be used to make employment decisions affecting the applicant or employee.
All employees must report to their supervisor, within 24 hours or at the earliest possible opportunity thereafter, any criminal arrests, criminal charges, or criminal convictions, excluding misdemeanor traffic offenses punishable only by fine. Failure to make the report required shall constitute grounds for disciplinary action, up to and including termination.

Risk Management

When you are on duty, it is your responsibility to make every effort to protect and if necessary, to save the life of any person using the facility. Our main objective is SAFETY and then CUSTOMER SERVICE.

In order for us to prevent any type of injury or accident we should always be aware of our surroundings. Take a proactive approach in preventing accidents. If you are unable to fix something minor yourself, report the item through proper channels. This may be as simple as picking up a piece of trash, wiping or mopping a wet spot on the floor, or putting up caution signs where appropriate.

The Recreational Sports Department has a comprehensive risk management plan. Refer to the Risk Management Manual located in the Equipment Room of the Field House or front desk at Glasscock for guidance in responding to situations. Detailed information is provided so that you may take the appropriate action.

Below is a list of items in place that help us take a proactive approach:

A. Safety Checklists - These lists are used on a daily basis to report damages or maintenance needed in our facilities.

B. Emergency & Inclement Weather Action Plans – These plans are located in our Risk Management Manual and tell us what to do in case of an emergency. Emergency procedures are also posted in the equipment room, pool area, and Glasscock Fitness & Wellness Center near telephones for easy access.

C. Injuries/Accidents – When an injury occurs it will be reported on an Accident Report form and submitted to your supervisor.

D. Incidents - Any unusual occurrences in our facilities, such as fighting, abusive language, unlocked doors, etc. should be reported on an Incident Form and submitted to your supervisor.

E. Blood Borne Pathogens Manual – This manual has detailed information on what to do when you come into contact with blood borne pathogen materials and how to dispose of such material.

Blood Borne Pathogens:

Universal Precautions – Exposure to blood borne pathogens may occur when handling injuries or cleaning up after injuries involving blood or other bodily fluids. Follow the universal precautions: treat all blood or bodily