



WCU Campus Recreation

Student Employee Accountability Form

Name of Student Employee: _____

Date of Violation: _____ Time of Violation: _____

Reason for Receiving Points:

- | | | |
|--------------------------|---|-----------|
| <input type="checkbox"/> | Late for Shift up to 10 min | 1 Point |
| <input type="checkbox"/> | Leaving the front desk unsupervised | 1 Point |
| <input type="checkbox"/> | Sitting on any desk or equipment while on shift | 1 Point |
| <input type="checkbox"/> | Improper/absent uniform | 2 Points |
| <input type="checkbox"/> | Failure to provide appropriate customer service | 2 Points |
| <input type="checkbox"/> | Failure to find coverage for a shift | 2 Points |
| <input type="checkbox"/> | Failure to post shift on When2Work | 2 Points |
| <input type="checkbox"/> | Not having walkie on you or turned on during shift | 2 Points |
| <input type="checkbox"/> | Leaving early/ Coming down from the floors before the next shift has arrived | 2 Points |
| <input type="checkbox"/> | Homework on shift | 2 Points |
| <input type="checkbox"/> | Failure to be on the correct floor during shift/ socializing with coworkers | 2 Points |
| <input type="checkbox"/> | Eating unapproved food at work station | 2 Points |
| <input type="checkbox"/> | Not completing daily job routine tasks | 2 Points |
| <input type="checkbox"/> | Inappropriate behavior while on duty | 3 Points |
| <input type="checkbox"/> | Working out during shift | 3 Points |
| <input type="checkbox"/> | Working out in uniform after shift has ended | 3 Points |
| <input type="checkbox"/> | Unapproved usage of electronic devices: cell phone, computer | 3 Points |
| <input type="checkbox"/> | Late for shift (more than 10 min) | 3 Points |
| <input type="checkbox"/> | Falsifying Hours | 4 Points |
| <input type="checkbox"/> | Unexcused but communicated- failure to attend in-service training, meeting or shift | 4 Points |
| <input type="checkbox"/> | Letting participants into the facility or a program without the proper identification | 4 Points |
| <input type="checkbox"/> | Same 1 point offense, 3 times | 6 Points |
| <input type="checkbox"/> | Unexcused non-communicated- No-Show for shift | 6 Points |
| <input type="checkbox"/> | Sleeping while on duty | 6 Points |
| <input type="checkbox"/> | Unexcused non-communicated- No-Show for training, meeting, or in-service | 8 Points |
| <input type="checkbox"/> | Same 2 point offense, 3 times | 8 Points |
| <input type="checkbox"/> | Dishonesty/Stealing | 10 Points |
| <input type="checkbox"/> | Working under the influence of drugs or alcohol | 10 Points |
| <input type="checkbox"/> | Vandalism of Department or University property | 10 Points |
| <input type="checkbox"/> | Disrespect to co-workers , professional staff, GA's, or patrons | 10 Points |
| <input type="checkbox"/> | MANDATORY appeal meeting with GA or AD required if more than 6-10 points are received | |
| <input type="checkbox"/> | Other _____ __ Points | |

Note: *Infractions and penalties are left to the discretion of the Professional Staff Members and Graduate Assistants. Rule infractions are not limited to the above list.*

Detailed Reason for Infraction Point/s:

Disciplinary Action Taken:

By signing below I am agreeing to the terms and conditions of the policies and procedures of a Student Employee of the Student Recreation Center. Graduate Assistant of Facilities (please refer to the appeal process in your student employee handbook)

Employee Signature

Printed Name

Date



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