

RECentral

Our Business is Play!

Recreation* Intramurals* Fitness



Student Employee Manual

Mission Statement

The mission of RECentral is to provide the students, faculty and staff of Central Connecticut State University with opportunities for recreation that encourage personal development, contributes to participant fitness, and improves overall campus life. We accomplish this through safe, quality, educational and enjoyable programs, facilities and services.

National Intramural-Recreational Sports Association, (NIRSA)

“The mission of the National Intramural-Recreational Sports Association is to provide for the education and development of professional and student members and to foster quality recreational programs, facilities and services for diverse populations. NIRSA demonstrates its commitment to excellence by utilizing resources that promote ethical and healthy lifestyle choices.”

National Intramural-Recreational Sports Association, 2007

Management Support Team

Ken DeStefanis, Recreation Specialist
Liz Urcinas, Assistant Recreation Director
Marissa Perrone, Graduate Assistant
Kacey Light, Graduate Assistant
Virginia Miller, Graduate Assistant
Brian Gottier, Graduate Assistant

Graduate Assistants: These are graduate students that are here to gain hands on experience in the field of recreation. They are to be seen as professional support for the Student Managers and student staff as well to the overall program.

Student Managers: These Student Managers are here for support and handle any problems that may arise during the hours of operation. They are the more advanced student employees with a higher level of training.

Personal Trainers: The Personal Trainers are students who are highly knowledgeable in personal training and fitness. They are more advanced students who help out students and faculty with daily exercises.

Managers: Managers are in charge of keeping the facilities clean and organized while maintaining a high level of professionalism. They are also in charge of scheduling student employees, conducting student training sessions, supervising and evaluating student employees.

Fitness Instructors: Conduct and monitor the various fitness classes offered by RECentral.

There are opportunities in RECentral to advance to any of these positions. You have to have worked with RECentral for at least 1 semester before moving to a Student Manager. We are looking for RECentral employees that really go above and beyond what is expected of them. They demonstrate strong leadership skills, team player and a strong ability to handle more responsibility.

RECentral Facilities/Operations (RECentral Office is located in Kaiser Room 044)

RECentral facilities/operations is a place for students, faculty and staff to come and play, relax and recreate. Out facilities provide a wide variety of activities that they can participate in at their leisure or part of an organized activity. We provide the CCSU community with the best possible customer care and try to fit the needs of the campus.

Within the facilities you will find:

- **Kaiser Hall**
 - RECentral Office is located in room 044
- **Kaiser Annex, also known as the Bubble**
 - Tennis courts, basketball hoops, mats and a plethora of sports equipment to borrow.
- **Outdoor Courts**
 - Located outside of the bubble.
 - Basketball courts and tennis courts.
- **Detrick Gymnasium**
 - Basketball courts, volleyball courts, badminton courts.
- **Kaiser Fitness Center**
 - Cardio machines, free weights, personal trainers, weight and strengthening machines and fully trained staff to help you with your work out.
- **Sam May Fitness Center**
 - Cardio machines, personal trainers, weight and strengthening machines
- **Beecher Fitness Center**
 - Cardio machines, personal trainers, weight and strengthening machines
- **Kaiser Pool**
 - Lap swimming, water aerobics, water polo and swim lessons.
- **Arute Field**
 - Intramurals, special events, and more...
- **Lockers**
 - Blue day lockers - only need a quarter to use and refunded at end of workout. Lockers are located next to the Fitness Centers.
- **North field**
 - Behind the parking garage.
- ***NEW* Recreation field**
 - Near Arute Field next to the Baseball Field
- **Lockers/ Locker Rooms**
 - Located in the basement of Kaiser.
 - Locker rooms with showers available in Beecher, Sam May and Kaiser Fitness Centers
 - Kaiser Hall Locker Rooms Located in Men's=005 and Women's= 043
 - Please provide your own lock. All locks must be removed at the end of day. No locks can be left over night.
- **Dance Studio**
 - Located room 040 of Kaiser .
 - Aerobics, group fitness classes and more...
- **Vending machines in the lobby of Kaiser.**
- ***New* Davidson123 Room**
 - Many fitness classes including Yoga, Zumba, and Pilates will be held here.



General Policies

Access to the facilities – Bubble, Pool, Kaiser Weight Room, Outdoor Courts, Detrick Gym and Arute Field, Beecher Fitness Center and Sam May Fitness Center.

All CCSU students/faculty/staff must present a valid student ID card. **NO GUESTS ALLOWED.**

Food and Beverages

Only water is allowed into the Bubble, Fitness Centers, Pool, and Detrick Gym. No food is allowed.

Posting

No posting is allowed on RECentral boards, unless it is approved through RECentral Directors. The University's policy on posting can be found in the CCSU Student Handbook.

Smoking Policy

In compliance with University policy, and state law, smoking is prohibited in all RECentral facilities. You are expected to assist in the enforcement of this policy. No chewing tobacco.

Animals

Animals (except for guide dogs) are not permitted in the RECentral facilities. Report any animal in the RECentral facilities to a student manager.

Alcohol

No alcohol containers or beverages are allowed in any of the RECentral facilities. This is also a University policy; please refer to the CCSU Student Handbook.

Vending Machine Refunds (Snack and Soda)

Refer vending machine refunds and other issues go to the Card Office.

Emergency Procedures

The safety and security of individuals at RECentral activities and facilities are our prime responsibility. Please regularly review and follow the emergency procedures in your manual and designated areas of facilities.

Accidents and Injuries

- All accidents/injuries involving an employee or a participant, no matter how small. (This includes giving Band-Aids and ice.) **MUST** be reported to the student manager.
- This will be documented and logged.

Medical Emergencies and Hospitalization

- Call Campus police or 911 if medical assistance is needed immediately. Use the house phone, **if a cell phone is used to call 911 give the address of where you are located.**
- Radio the student manager, who will notify the professional on call.
- Keep the injured or sick person still, do not allow others to touch or move the person until medical assistance has arrived.
- Utilize other RECentral staff to help with crowd control.
- Incident will have to be documented by a student manager or graduate assistant.

Safety Concern

- Never clean up blood or bodily fluid. Contact someone of the custodial staff during the following times
 - 6am-2pm call 860-637-4325
 - 2pm-4pm call Bob 860-883-8257
 - 4pm-11pm contact Jared at 860-982-4408.
 - Always call the energy center if no one is available.
- Radio the student manager or graduate assistant, they will contact the custodial staff or facilities at (860) 832-2301 or energy center at (860)832-2319.
- Student manager will log this.

Violence or Physical Fights

- Situation where violence is occurring or a physical fight contact CCSU Police immediately at 832-2375.
- Do **NOT** put yourself in the middle of a fight. Your safety comes first.
- Radio the student manager who will then notify the professional on call.
- Assist with document of the situation.

Theft

- If immediacy is needed contact CCSU Police (860) 832-2375.
- If a participant has something stolen have them contact the CCSU Police who will come and take a statement.
- If a piece of RECentral equipment is stolen, radio the student manager/ GA, who will contact CCSU police to report the theft.
- Document the situation.

Alcohol

- If a participant or a participant's guest comes in with alcohol contact the student manager who will contact Campus Police.
- Assist with document of the situation.

Drugs

- If a participant or participant's guest comes in with drugs or suspicion of drugs, contact the student manager who will contact the professional on call who will contact CCSU Police (860) 832-2375.
- Document the situation.

Confidentiality

- No one should be looking at the sign in binders, other than RECentral staff.
- Never give out student/faculty/staff ID information to anyone, unless it is an emergency personnel, CCSU police, RECentral Directors.

Transport

- Never transport injured or sick participants. Contact CCSU police 832-2375 and radio the student manager.
- Professional staff member will be contacted by the manager.
- Document the situation.

Evacuating the Building

- When you would need to evacuate:
 - Power failure
 - Natural Disaster
 - Fire Alarm
 - Man-made Disaster
 - Mechanical problems that are deemed a danger to participants.
 - Campus Police or an authorized CCSU official instructs you to do so.
- When you leave take – sign in binder, walkie talkies, clip board for student managers.
- During an evacuation if the police have not been notified of the situation contact Campus Police or 911 depending on the emergency.
- Contact the professional staff member on call.
- All staff will do crowd control and keep the participants outside the building.
- Let the emergency personnel take over when they arrive.
- All RECentral staff would assist in getting all participants out of the building.
 - Bubble – to evacuate the bubble – take participants to the other side of the street a good distance from the building. Remember the sign in log. Check the outdoor courts behind the bubble.(Sam May Hall side)
 - Weight room – take the sign in log and shut the door. Take the participants up the stairs and across the street (Sam May Hall side)
 - Detrick Gym – Shut the doors and take the participants out eh nearest exit.
 - Pool – Take participants out by the bleachers and exit from there.
 - Beecher- Evacuate the room and shut and lock the door. Take the participants to Vance Lawn.
 - Sam May- Evacuate the room and shut and lock the door. Take the participants to Kaiser Drive Circle.

Fire

- *If you discover fire or smoke:*
 - **Remember: R.A.C.E.**
 - **Rescue:** Remove anyone from immediate danger.
 - **Alarm:** Notify the CCSU Police of the fire situation and activate the nearest emergency pull station.
 - **Contain:** Close all doors to confine smoke and fire.
 - **Evacuate:** Unless otherwise directed, use the nearest safe exit to evacuate. Remain with those around you until directed to return to the building.
 - Call 911 or Campus Police (860) 832-2375.
 - Contact the student manager/GA.

- Contact the professional on call.
 - Document the situation.
 - **Respond to Audible Fire Alarms:**
 - Remain calm.
 - Evacuate the area, even if you think it is a drill or prank.
 - Only return to the building when directed by CCSU Police.
 - Contact the student manager.
 - Contact the professional on call.
 - Document the situation.
 - **If you catch on fire:**
 - **DO NOT RUN!**
 - **Stop** where you are.
 - **Drop** to the ground, and
 - **Roll** over and over to smother flames.
 - If a participant catches fire instruct them to Stop, Drop and Roll.
 - Contact the student manager.
 - Contact the professional on call.
 - Contact Campus Police (860)832-2375 or 911.
 - Document the situation.
 - **Evacuation Reminders:**
 - If leaving a room, feel the door with the back of your hand before opening it and do not open any door that feels hot.
 - Do not return to your area for personal belongings.
 - If smoke is present, stay low. The best quality of air is near the floor.
 - Consider individuals with disabilities that may need assistance evacuating.
 - **If you are trapped in your Office/Classroom/Space on campus.**
 - Wedge wet towels or cloth materials along the bottom of the door to keep out smoke.
 - Try to close as many doors as possible between you and the fire.
 - Dial 911 to report your problem and location.
 - If you are trapped in an area and need fresh air, only break the window as a last resort. Use extreme caution when breaking the window.
- Always contact Campus Police in emergency situations or 911.**

Dealing with the Media

- News Media Personnel on Campus Grounds:
 - Notify the office of Marketing and Communications (860)832-1790 or CCSU Police Dispatch center (860) 832-2375, this is to ensure appropriate notifications.
- All media requests should go the University's Public Information Officer (PIO), which is the Associate Vice President for Marketing and Communications.
- During or after an emergency no individual should disseminate information to the media, unless authorized to by the President.
- Radio the student manager.
- Document the situation.

Utility Failure/Power Outage

- Remain calm
- Evacuate the area and all participants
- Contact the facilities management immediately of the type of utility outage day phone number (860)832-2301 and night time number (860)832-2319 (powerhouse).
 - Let facilities management know what type of utility failure it is electrical, heating, cooling, water, etc...
- Contact CCSU police to let them know of an evacuation of participants if it is necessary.
- Radio the student manager.
- Manager will contact the professional staff member.

- Document the situation.

Hazardous Material Incident

- Immediately notify CCSU Police and/or Facilities Management of the situation.
- Evacuate the area.
- Close off area so no one can access it.
- Make sure all parties involved are in an area that the emergency personnel can find them.
- Radio a manager.
- Manager will contact the professional on call.
- Document the situation.

Weapon on Campus/Crime in Progress

- Should someone **find or observe a gun or other weapon**, instruct them not to touch it.
 - Notify the CCSU police IMMEDIATELY – (860)832-2375.
 - Secure the scene till appropriate personnel arrive to retrieve the weapon.
 - Even if it is a rumor it still needs to be reported.
 - Radio a student manager.
 - Manager will contact the professional staff member.
 - Document the situation.
- If you notice a **crime in progress**, do NOT attempt to interfere with the criminals, except in the case of self-protection.
 - Get a good description of the criminals: height, weight, age, sex, hair color, clothing, etc..
 - If a vehicle is involved, obtain the license plate number, make, model and color.
 - Call 911 or CCSU Police at 832-2375
 - Radio the student manager.
 - Manger will contact the professional staff member.
 - Document the situation.

Suicide Ideation or Attempt

- Remain calm. Be supportive and refrain from making any judgmental or moralizing comments.
- Notify CCSU Police immediately.
 - Indicate whether medical attention is needed.
 - Never leave the person alone, they require supervision at all times. Stay with the person until emergency personnel arrive.
 - Enlist additional staff members to assistance until CCSU Police arrive.
 - Stay engaged with the person through active listening.
 - If weapons, medications or other items were used to attempt the suicide, secure them if safe to do so. Never put yourself in a dangerous situation.
- Even if you hear a student/faculty member has made suicidal threats, report the situation immediately to CCSU Police even if you are unsure of the seriousness of the threat. You are not responsible for conducting a threat assessment.
- Radio the student manager, call a professional.
- Document the situation.
- *For support and confidential counseling services for people experiencing difficulty due to anxiety, depression, relationship issues, substance abuse, gender issues, and more – contact the CCSU Counseling and Wellness Center at (860)832-1945 or visit their website: <http://www.ccsu.edu/counseling/>.*
- *Suicidal thoughts can be expressed directly and indirectly. They can include verbal statements, writings, and/or drawings.*

Assault/Threatening Behavior

- ***If an Assault Occurs:***
 - Find or remain in a safe position.
 - If an assault is in progress try to call for assistance from CCSU Police.
 - If an assault has already occurred and the victim requires medical attention, call Campus Police or 911.
 - If you are uninjured and if safe to do so, move the victim to a private office/area. Ensure the victim is in a safe place, and assist in making them comfortable.
 - Do not leave the victim alone.
 - Report the assault to CCSU Police immediately.
 - Be prepared to give as much of the following information as possible to CCSU Police:
 - Your name and location.
 - Description of the incident.
 - Victim's name, age and location.
 - Description of the assailant.
 - Location of the assailant or direction of their escape.
- Radio a student manager who will contact the professional.
- Assist in documenting the situation.
- ***Threatening Behavior/Obscene Telephone Call:***
 - A "threat" is a communicated intent to inflict physical or other harm on another person.
 - Threats can be communicated verbally or gesture, or combination.
 - If a crime or injury has occurred, OR there is an immediate threat of physical harm or injury, contact CCSU Police via 911 or (860)832-2375. In contrast, in situations where someone, through intimidating words or gestures has induced fear and apprehension of physical or other harm, but there does not appear to be any immediate danger of such harm being inflicted, students should report the incident to the student manager or GA on duty.
 - Radio the manager and contact the professional.
 - Document the situation.
 - ***If you receive an obscene telephone call, follow these suggestions:***
 - Hang up as soon as you hear the obscenity, improper question, or no response to your "hello".
 - Record the time of the call, vocal characteristics of the caller and background noise.
 - Note the caller's phone number if you have caller ID.
 - Call CCSU police to report the incident.
 - Radio the manager who will contact the professional.
 - Document the situation.

Hostile Intruder/Active Shooter/Terrorism

- ***Hostile Intruder***
 - Immediately lock yourself and the participants in the room, if you can. Close and cover any windows or openings that have a direct line of sight into the hallway.
 - If communication is available call 911 or CCSU Police.
 - DO NOT sound the fire alarm.
 - Barricade yourself using desks, items of furniture you can push against the door.
 - Lock windows, close curtains/blinds, and stay away from windows.
 - Turn off lights and audio equipment.
 - Try to stay calm and be as quiet as possible.

- Remain in place until police arrive and provide directions.
- Document situation.
- **Active Shooter:**
 - General rules, DO NOT approach the person(s) with the weapon.
 - Move immediately out of the area to a safe location, notifying others of the danger as you leave.
 - Dial 911, use a campus emergency phone or call CCSU police. If you know where the suspect(s) are or have a description, tell the police.
 - Once you are in a safe area, remain there until directed/escorted by police.
 - Remain as calm and quiet as possible.
 - Do not attempt to reassure others unless you have been trained or can reach them safely.
 - If you are wounded or with someone who maybe wounded, expect police officers to bypass you in their search to find the shooter(s). Rescue teams will follow to aid you and others.
- **If a shooter enters your class or office:**
 - If possible, call 911 or CCSU police. If you cannot speak, leave the line open so police can hear what is happening.
 - Use common sense in dealing with the shooter; negotiate maybe successful in gaining time for police to respond. Attempts to overcome the individual with force should only be used as a last resort.
 - If the shooter exits your area, leave the area immediately or barricade yourself inside using desks, chairs or heavy objects.
 - Do not count on walls or doors to be sufficient protection from bullets.
 - Document the situation.

(The following emergency procedures were taken from the Emergency Procedures Guide for CCSU. Please take the time to read that guide.)

Employee Practices and Procedures

Terms & Conditions of Employment (contract)

- A contract is good for one semester.
- Ongoing employment is contingent upon meeting general requirements currently listed in the handbook.
- Evaluation: Written evaluations and ongoing feedback during semester. (Copy of evaluation is in manual)

Ongoing Employment

Once selected as an employee of the department, you will be given the opportunity to return to your current position, providing you have met the following requirements:

- Full-time status at CCSU
- Completion of training
- Maintenance of satisfactory or better performance assessments or show continuous improvement
- Maintenance of a 2.0 cumulative GPA on a 4.0 scale
- Submission of a letter of intent to the RECentral Office, which you will be provided.

Performance Evaluations

Evaluations are used to encourage employees to better their skills and to commend the areas in which they have excelled. Evaluations will be done during the semester with final evaluation at end of semester. You will be evaluated by RECentral Directors/Managers/GAs. A private meeting will be held with you where your performance will be discussed.

Grade Point Average Policy

RECentral realizes the importance of academic achievement and urges students to strive for academic excellence in their studies. Consequently, a minimum cumulative GPA of 2.0 is required for both application and continued employment in the department. If after you are hired, your cumulative GPA falls below a 2.0, the following will happen:

1. You will be placed on probation for the next semester and given resources that are on campus to help you improve your academic standing. You will also meet with our staff bi-weekly regarding your academic status.
2. If your GPA is progressively improving you may remain as an employee of RECentral. If your GPA has not improved we will be monitor your employment status with RECentral.
3. All other specific circumstances will be determined by your supervisor.
4. If you are a first-year or transfer student, your GPA will be based on your first full semester at CCSU.

Other Opportunities

You may also get involved in special projects. There is always something going on at RECentral! If you are interested in a special project, talk with RECentral Directors. Remember there are always many clubs and organizations you can get involved with in the Student Activities/Leadership Development Office.

Leaving Employment

Should you decide to leave your position during the semester, we expect that you will provide your supervisor with a minimum of seven (7) days WRITTEN notice so that plans can be made for handling the work and obtaining a replacement. You must return your staff shirt. You will be assessed a \$15 fee if your shirt is not returned.

Exit Interview

Prior to departure we ask that you assist us by participating in an exit interview with your supervisor. This will help us to better serve employees in the future.

Personnel Files

A file is established for each employee upon hiring. Each file includes:

- Application
- Current address and phone number (permanent and local)
- Signed employment contract
- Performance Evaluations
- Recognition(s)
- Attendance information
- Any written communication regarding employment and performance
- You will be notified of any additions to your file

When to Work

All work/availability schedules should be edited and continually updated on www.whentowork.com. View the associated powerpoint in for more information on trading shifts. For each shift employees may only trade a shift up to 3 times. If an employee trades more than 3 shifts they will be removed from that shift.

*All trades, employee with original shift is responsible for this shift until the shift is picked up and approved as a trade. An employee will be written up if a shift is not covered.

Once schedules are confirmed, you will be held accountable for covering your shift. If you

You are not allowed to work more than 20 hours per week. The pay period or week starts on Friday and ends on Thursday. For an entire pay period (two weeks) any employee cannot go over the total of 40 hours for any two-week pay period, excluding "break" weeks. If you are in danger of going over 40 hours, please let us know immediately.

Attendance

Attendance will be kept by RECentral staff. Perfect attendance will be expected. Excessive absenteeism or tardiness will be documented and may lead to dismissal or non-renewal of appointment. If you miss or are late for a shift it is grounds for termination. Issues with attendance/coving shift. Call the Duty Phone 860-770-4131.

Substitutions

All shifts are your responsibility. Any missed shift will result in a written warning or your first strike. There is a two strike rule:

1. Strike 1 results in a written documentation and a meeting with a Graduate Assistant/Directors.
2. Strike 2 results in termination and the RECentral shirt must be handed in at time of termination.

To get a shift covered you must go on to "When to Work". If a shift is posted and not covered you are still responsible for that shift and will be written up. Plan ahead! Unexplained, uncovered shifts will constitute as missed shift. If you miss or are late for a shift it is grounds

for termination.

Communication with RECentral Staff

Please check your email on a daily basis; this is the main source of communicating with the professional staff. Make sure we have your most current email address on file. If you send us an email please sign your First and Last name and be specific.

Illness/Personal Emergencies

If you are unable to cover your shift due to an illness or personal emergency, we ask that you arrange to have a substitute cover for you. You must **PERSONALLY** telephone and speak **DIRECTLY** to one of the following as soon as possible, but no later than one hour before your scheduled shift to inform them of your illness.

- Call the Duty phone (860)770-4131 - > Leave a message if no one is there to answer.

Orientation/Trainings

Trainings are mandatory! It is important that you get orientated to our program, equipment and facilities. It is expected all employees attend training unless you have been excused by a RECentral supervisor. All portions of orientation and training are designed to make sure you are successful in your position and these trainings/orientations will give you the necessary tools. You will be compensated for all trainings/orientations.

Meetings

We will hold staff meetings throughout the semester. Each meeting allows you the opportunity to stay informed and contribute to improving the services for RECentral. Attendance at these meetings is mandatory! If you miss a meeting you must discuss your absence with RECentral supervisors. Missing meeting constitutes a missed shift and will be documented in your file. You will be compensated when you attend meetings.

In-Service/Trainings

During the semester there will be 1 in-service. The purpose of these training sessions is to give student employees an opportunity to acquire various skills and to build relationships with student staff that work in RECentral. Training sessions may vary with topics that are pertinent to the development of the RECentral staff and program. Attendance is required at all Employee Training Days and for at least 1 In-Service each semester. You will be compensated when you attend training sessions. Look for notices in the RECentral office and by email.

Disciplinary Procedures:

We want to be a developmental program and we want you to succeed. Our employees can expect:

- To be informed if you are not performing up to standard.
- To be informed any time you are provided a written evaluation.
- To be given timely information and follow-up.
- To see your personal file at any time.
- Open door policy - come and discuss any issues or personal concerns you may have.

Examples of Valid Reasons for Intent to Terminate

- Unexcused absence from a scheduled shift and no substitute was approved.
- Giving away equipment.
- Consistently late for a scheduled shift
- Theft of any kind
- Consuming alcohol while on duty or coming to work intoxicated
- Being under the influence of nonprescription drugs
- Poor customer service, improper language and attitude.
- Repeated incidents after review
- Logging in/not working; i.e., going to class; etc.
- Not being properly dressed for work, for example not wearing your shirt/uniform, or shirt is not tucked in.

RECentral Uniform Policy

All RECentral employees should abide by the uniform policy stated below. RECentral employees are to follow the following standards:

- Clean and unwrinkled clothing
- Garments must be free of tears and holes
- Appropriate footwear, rubber soled shoes. No sandals or flip-flops
- Wind pants or sweatpants can be worn if you are working outside for intramurals or special events.
- Shorts can be no more than three inches above the knee
- Personal hygiene is a must
- No hats or head coverings worn indoors. Baseball caps may be worn outdoors, must have CCSU logo and worn correctly (not backwards).
- Make sure your RECentral staff shirt is visible at all times. Long sleeve shirts can be worn under the staff shirt.
- Shirts should be tucked in at all times.
- Outdoor Intramural workers can sign out a windbreaker and it must be returned at the end of the night.

We encourage you to look professional at all times. Khaki's are recommended but dress jeans are acceptable providing they do not have holes and look professional. Failure to abide by the RECentral Uniform Policy is grounds for termination.

Phone Etiquette

If you are ever in the office and have to answer the phone please answer it as follows:
"RECentral, __ (Name) _____, how may I help you?"

Inclement Weather

In the event of inclement weather, employee attendance is required unless otherwise notified. Please check the RECentral website and call the RECentral Duty Phone to see if there have been any changes or modifications to the schedule for the day. In the event the university is closed we will attempt to keep all recreation facilities open. If you live on campus you are expected to show up for work. If you live off campus please call the RECentral office. All scheduled staff should contact the RECentral office or check our website to make sure that we will remain open.

Eating or Drinking While Working

Please limit to water. Try to eat before you show up for a shift and if you are coming from class or working along shift we will try and accommodate you and give a break.

Studying While on Duty

Please study at home or at the library, not while you are here to provide a service. This is important in case of an emergency. No reading or homework will on duty. This will result in a write up.

Personal Calls and Visitors While On Duty

To provide quality and efficient service, RECentral phones are to be used for business only. **Please NO CELL PHONE USE while working a shift.** Please no visitors while working a shift, you are here to provide a service.

Radio, MP3 players and iPods

Please **DO NOT USE ANY MP3 Players or I PODS** while working. This will result in a write up.

Radios (Walkie Talkies)

Please refrain from using the radios (walkie, talkies) unless it is for work purposes. Campus police and other departments maybe able to pick up the channel. Make sure you are always appropriate on the radios. They are for communication with the RECentral staff and emergency procedures. Always use Channel 1.

RECentral

About your Workday

When you arrive check in with a RECentral student manager so your time can be logged in. Remember to always be on time for your shift, your tardiness causes others to be late.

First on shift (Bubble and Kaiser Fitness Center ONLY):

- Take a radio for your station.
- Read any information on whiteboard in office for updates.
- Do any set-up that is necessary.
 - Take out sign in log books/swipe card equipment. This is located in volleyball storage.
 - Any equipment necessary.
 - Table, chairs and RECentral banner.
 - If

End of a shift (Bubble and Kaiser Fitness Center ONLY):

- Make sure all equipment has been returned and is back in its assigned place.
- There are no participants in the area you are working in.
- Return the radio to the office.
- Let a student manager know you're ready to leave.
- Log out for the evening.

If you are not on the last shift please make sure the next RECentral staff member has arrived to take over the shift. If a staff member does not show notify the student manager.

Bubble Procedures

Every Shift:

- Set up the sign in table and chair outside the revolving door.
 - Make sure all the lights are on and all working. There are no burned out bulbs.
 - Check to make sure the campus phones are working.
 - Make sure all the gray electrical boxes at the base of all the light poles are closed.
 - Make sure there is no garbage around the bubbles; if so please pick it up.
 - Make sure there is no equipment on the track or in the way of participants.
 - Set up 2 portable basketball hoops.
 - Portable basketball hoops not in use are to be chained properly through the top opening and locked.
 - If mats are not in use, make sure they are rolled up and put off to the side standing up surrounding the bikes. SALD mats are to be near the main entrance. Cheerleading mats at far end.
 - Individual mats should be stacked neatly in two piles.
 - Portable blue walls should be covering equipment in all four corners.
 - Make sure the emergency exits are not blocked by anything.
 - Be aware of all activity in the facility.
-

Kaiser Gymnasium Procedures

- Setup sign in table and chair outside one door in main entrance of gym.
- Make sure lights are on and all basketball hoops are down.
- Walk the floor to observe any potential hazards (clothing, water/wet spots, equipment etc.)
- Be aware of all activity in the facility.

Portable Tennis Nets

Operation Procedures

ONLY RECENTRAL EMPLOYEES ARE ALLOWED TO HANDLE THE PORTANLE TENNIS NETS!!

Take Down Procedures

1. The net must be loosened from the right pole until it can be taken off of the other pole.
2. After the net is taken off of the left pole, take both poles out of the ground and place them down.
3. Fold the net until it is right next to the pole it is attached to.
4. Poles, one loose and the other with the net attached, should then be moved into the bubble cage area.

Set-Up Procedures

1. Put the loose pole in to the ground with the hook facing away from the court (the loose pole should always be put in the slots closest to the main entrance).
2. Place the other pole on the ground next to the slot in which it will be inserted.
3. Unfold the net to the loose pole and attach the net to the hook.
4. Place the other pole in its slot (the crank should be facing towards the cage entrance).
5. Tighten up the net until there is no slack.

*Tennis nets will be taken down on courts for PE Classes, clubs (cheerleading, karate, soccer, etc.), courts with a basketball hoop, or for any participants that ask for the use of a court with no net.

*There must always be at least one tennis court available for tennis.

Portable Basketball Hoops

Operation Procedures

ONLY RECENTRAL EMPLOYEES ARE ALLOWED TO HANDLE THE PORTABLE BASKETBALL HOOPS!!

Set-up Procedures

1. Before units are moved, all stoppers must be lifted off the floor at least three inches from the ground.
2. Plywood sheets must be placed in the desired spot before moving the units into place.
3. At least two people must push the units into place on top of the sheets (do *not* pull by the rims).
4. When in place, the stoppers must be lowered to the plywood sheet and tightened. If the whole stopper does not fit on the sheet, then you must move the unit until it fits properly.
5. While the stoppers are being tightened, the chain can be unlocked.
6. Make sure the hand screw is loose and the pin is taken out, the backboard can now be lifted once the area is cleared of any people.
7. Once the backboard is raised the hand screw must be tightened and the peg must be inserted into place.

Take Down Procedures

1. Remove all objects from around the basketball units as well as make sure no individuals are in the lowering area.
2. An employee must be supporting the unit from behind in order to lower it.
3. Another employee will remove the peg from the cylinder and then loosen the hand screw.
4. Lower the hoop slowly into resting position.
5. When in resting position, the chain must be locked as tightly as possible and the rubber stoppers must be raised at least three inches from the plywood.
6. The hoops are now ready to be moved back to the storage area and must be placed on top of a plywood sheet.
7. When on top of the plywood, the stoppers must be lowered and tightened.
8. Make sure baskets and all other equipment are not on the track.

RECentral

Good Customer Service and Professionalism

Some tips to remember when working at RECentral so we are able to provide the best possible customer service to the CCSU community.

- Always remember service with a smile, welcome everyone with a friendly, helpful attitude.
- Take those extra steps: If you don't know an answer, find out the answer. Be knowledgeable and helpful to everyone that comes to RECentral.
- Treat every person that comes in as you would want to be treated, the Golden rule!
- Always take pride in RECentral and what we do in our program. We are only as good as the people who provide the service.
- Always offer to help out a fellow staff member or participant.

DAPS FOR DEEDS

1 Dap = Employee's name will be posted on the DAPS FOR DEEDS wall

2 Daps = The employee will receive their name in the RECentral newsletter the "RERecorder"

3 Daps = The employee will have the privilege of parking in Liz Urcinas' parking spot for two days of choice

Most Daps Total = A free lunch with Ken and Liz

-Anyone who receives a Dap throughout the semester will be able to attend a pizza party in December

-Managers are responsible for distributing Daps and employees are allowed only one DAP per day

Employee of the Month– The managers and GA's will decide on one person each month and their picture will be taken and be posted on the RECentral bulletin boards and posted in the RERecorder.

What does it take to earn a DAP?

-Going above and beyond expected duties. The following are examples:

- Fixing broken equipment that is left out
- Someone who works longer than requested or picking up multiple shifts on the tradeboard
- Organizing storage closets, equipment rooms, etc.

Kaiser/Sam May/ Beecher Weight Room Staff Procedures

Opening Procedures:

1. **Unlock door by pressing 1235 F2**(Beecher and Sam May only)
2. Turn on lights, TV's and AC (if necessary).
3. Open door with doorstop.
4. Open blinds. Make sure sign-in log has plenty of blank pages in binder. Make copies in office when needed.
5. Set up swipe card equipment and swipe own card to make it is working.
6. Turn on walkie-talkie and call the duty phone to let the Graduate Assistant on duty know that the facility is open.
7. Read Pass-On Notebook
8. Date the new sign in log for the day. Use only for back up if the swipe machine does not work.
9. Make sure all disinfectant cleaners are full. Bring empty bottles to office to fill.
10. Check room for organization and cleanliness.
11. Remind students to keep track of personal belongings. We are not responsible for any lost items. Encourage locker usage.
12. Place A-Frame outside
13. Only one employee at sign in desk. Other employee on cleaning schedule.

Shift Procedures:

1. Greet all individuals who enter the weight room.
2. RECentral Staff must swipe each student in (**NO GUESTS ALLOWED**)
3. Check to see if they have filled out a waiver form. If not, have them filled one out.
4. Advise individuals to wipe down equipment after use. Do not spray machines directly.
5. Always be observant and available to help.
6. Advise individuals to place weight plates and dumbbells in proper area and in order.
7. Monitor the TV's to make sure appropriate content is being shown.
8. Make note of any broken or damaged equipment in pass on notebook. Put up signs or caution tape if equipments is broken or damaged.
9. Advise individuals to not move equipment (i.e. benches).
10. Advise individuals when it is 10 minutes until closing time.
11. **MAKE SURE all machines are clean of dust or debris, after use, as well as throughout your entire shift.**
12. Organize and monitor flyers on desk (RECentral /SALD flyers only).
13. Monitor and update grease board on wall.

14. All equipment and weights must stay in Fitness Centers at all times.
15. Please be observant of students/faculty at all times.
16. Make sure proper attire is worn at all times. No flip-flops, pants, belts, etc.

Closing Procedures:

1. Place all plates on appropriate bar for each Power Rack.
2. Return all Power Rack benches and return each to the flat position.
3. Return all safety bars to rack in the lowest position.
4. Return all bars to shoulder height position with each rack being the same height.
5. Return all handle and accessories to the rack.
6. Return all stability bars to appropriate area.
7. Wipe down all equipment and check floor for trash.
8. Sweep and vacuum floor.
9. Turn off lights, AC, and TV's and secure all doors.
10. Place notebook, swipe machine and TV remotes in desk.
11. Close and lock all windows (including in the locker rooms) and make sure all blinds are closed)
12. Return walkie-talkie to office (Kaiser Only).
13. Bring signed/completed waivers to RECentral office.
14. Bring A-Frame inside after every shift.
15. **Lock door by pressing 1235 F1** (Beecher and Sam May only)
16. Shut off TV's. Sam May and Beecher remote to desk. Kaiser remote to book to RECentral office.

Emergency Procedures:

1. Instruct all individuals in the room to stop lifting immediately.
2. Call or direct an individual to call 911 or CCSU police at (860)832-2375
3. Keep area clear of non-essential personnel.
4. Remain alert and observant to effectively report the situation to emergency personnel upon arrival.
5. Notify student manager or emergency immediately.

Paper Work for Employment

Please note the student employee will be responsible for completing the necessary paperwork and delivering it to Career Services – Willard room 100, and bringing copies back to RECentral Directors.

Legal Documents needing to be completed:

✓ **Student Employee Contract**

✓ **W-4 Tax Forms**

Both federal and state tax forms must be completed. These forms serve to indicate deductions.

✓ **Student Help Program Certification**

This form must be filled out upon employment. This information confirms that you are currently working and only needs to be filled out once, unless you change accounts. (There is a separate form for work study and student help.)

✓ **I-9 Employment Eligibility Verification**

This form is used to verify citizenship or authorization by the Immigration and Naturalization Service to work in the United States. Plan to show two forms of ID at Human Resources when paperwork is delivered.

✓ **State Code of Ethics/Violence Policy**

Pay Check Distribution

During the Semester

- Checks are handed out at the RECentral office room 044.
- Checks can be picked up after 3:30 p.m. on Thursday according to the pay schedule. (Note: Checks are dated for Friday, but are distributed on Thursday.)
 - Checks must be picked up by the person whose name is on the check.
 - Employees must sign for their check and bring ID.
 - Checks not picked up by the following Thursday will be mailed home.

Summer and Breaks

- Employees should expect to receive paychecks in the mail to the name and address on the check, unless we are given another mailing address.
- Those working at these times can still pick up their checks if arranged.
- Checks will be put in the mail by the end of the day on Friday.

(Check with Human Resources for an updated Payroll schedule)

Student Payroll Login Procedures

Each employee is responsible for logging in to work. Failure to do this more than twice may result in a disciplinary action.

The employee can only log in if they meet the following criteria:

- They are a matriculated student at CCSU.
- They are on a current schedule.
- They are acting as a substitute.
- They do not have any scheduled classes.

New Employees: It takes 4 to 6 weeks to receive your first check.

TIME PROCESSING SYSTEM (TPS)

- RECentral staff will assign and schedule employees.
- Upon arrival to work, you will check in at the RECentral Office in Kaiser 044 with either the student manager or Directors of RECentral. They will log you into our internal verification system.
- When you have completed your shift, sign out with RECentral staff.

NOTE: THIS DOES NOT TAKE THE PLACE OF YOU ENTERING AND SUBMITTING ALL YOUR HOURS INTO YOUR ACCOUNT ON YOUR TIMESHEET ON PIPELINE!

TO SUBMIT YOUR TIME SHEET:

- CREATE AN INDIVIDUAL TIME SHEET FOR EACH PAYPERIOD

Log in to TPS *(see University instructions) To Access TPS:

Navigate to <http://www.ccsu.edu> with your Internet browser of choice.

- Click on the Central Pipeline link, then log in with your Pipeline username and password.
- Under Web Services on the left-hand side click on **TPS (Time Processing System)**, and enter your designated username and password in the Log In screen.
- Once you are logged in, click on **New Time Sheet**, in the page that follows choose the appropriate End Date, and click continue. Then enter the total number of hours worked for all shifts during the pay period you are submitting for.
- Finally, click on **Submit for Approval**, or, **Save as a Draft** if you are not ready to submit yet.

- We round to the quarter-hour

1 quarter hour = .25 hours

1 half hour = .50 hours

3 quarters hour = .75 hours

- Times should be logged daily after each shift.

Save as a draft = saved, but can be edited

Submit = sending final time sheet to supervisor

At the end of the pay period, schedules should be reviewed and submitted by **midnight on Thursday!**

IF TIME SHEET IS NOT SUBMITTED, YOU WILL BE SUBJECT TO DISCIPLINARY ACTION AND WORST: YOU WILL NOT BE PAID ON TIME!

After being reviewed by your direct supervisor, you will be notified if there are any discrepancies before the supervisor confirms that pay period schedule.



Other Phone Numbers

Breakers	832-1988
Card Office	832-2140
Achieve Financial Credit Union	1-888-242-2600
CENtix.....	832-1989
Food Service	832-3765
Information Desk	832-1970
Mail Room	832-2528
CCSU Operator.....	0
Campus Ministry	832-1935
Campus Police (General Business)	832-2375
Central Activities Network	832-3678
Recorder	832-3744
Student Government Association	832-3740
Snow Phone	832-3333
WFCS	832-3751
RutheBoyea Women's Center--CobbinaBoivin, Jacqueline.....	832-1655

Emergency

Energy Center.....	860-832-2319
Campus Police	860-832-2375
Emergency Number	911
RECentral Office number.....	860-832-3732
Ken DeStefanis – Cell phone number	860-982-8337
Ken DeStefanis Office Number.....	860-832-3734
Liz Urcinas -- Cell phone number.....	860-982-8301
Liz Urcinas- Office Number.....	860-832-3733
Kaiser Fitness Center.....	860-832-3722
Beecher Fitness Center.....	860-832-3723
Sam May Fitness Center.....	860-832-3721

(Manual updated 8/17/09)

Duty Phone.....(860)770-4131



Employee Letter of Intent Form

Name: _____

Date: _____

Please check off the following information:

_____ I would like to return as an Employee of RECentral for Fall 2009.
(Please give us your availability when you turn in your letter of intent.)

_____ I am not returning as an employee of RECentral.
(If you are not returning you can request an exit interview, please indicate that on the form if you would like one.)

Exit Interview _____ Yes _____ No thank you!

Signature: _____ Date: _____



REC Staff Recognition

Date: _____

Staff member being recognized (Name): _____

Description of recognition:

From (Optional) (Name): _____

This is our REC employee of the month program. We will recognize a RECentral employee once a month that is doing a stellar job! This is someone who shows, dedication, a positive attitude and strives to make RECentral a great place to be for the CCSU community. This is based on opinions of your peers and the RECentral student managers and directors.

- Your picture will be up on our board outside the RECentral Office
- You will receive a certificate stating you are REC employee of the month.

