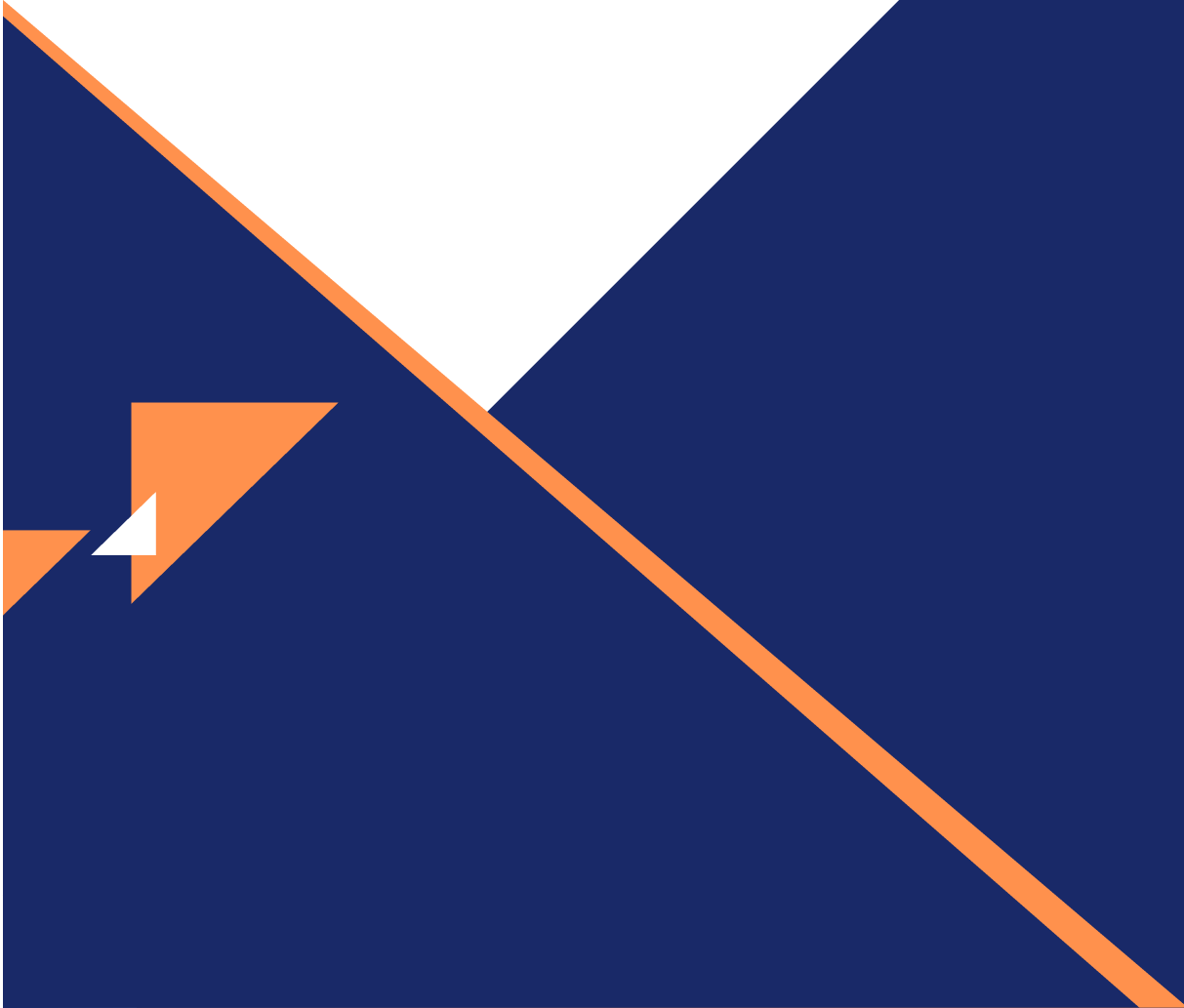




STUDENT STAFF

# CODE OF CONDUCT



# STATEMENT OF PURPOSE

The RecSports Student Staff Code of Conduct serves to clarify shared expectations while simultaneously addressing breaches of the code across all units within RecSports. The essence of this process is to **support excellent service** to our participants, develop the **talents and potential** within each team member, as well as **cultivate disciplines** and professionalism to prepare employees for future career endeavors.

## OUR TEAM & COMMITMENT

At RecSports, our team is dedicated to being friendly, resourceful, and knowledgeable to create a welcoming and safe environment for participants. As team members, the Code of Conduct applies to all of us, and together we uphold meaningful values which serve the UF Community.

Our four cornerstones are **Attitude, Atmosphere, Anticipating Needs,** and **Accountability.** RecSports employees are expected to uphold our four cornerstones through the competencies of **integrity, dependability,** and **professionalism.** Professional Staff Members, regardless of role or level of seniority, are also expected to have integrity, be dependable, and display professionalism.

While these competencies are key to fostering development and serving the UF Community, it is important to understand that we are human, and we all make mistakes. Give yourself **grace** when making mistakes, yet remember to hold yourself accountable. The goal is to maximize our **personal and collective potential** through intentional effort, and this includes working to mitigate repetition of the same mistake in the future.



**Integrity. Dependability. Professionalism.**

# FRAMEWORK

1. The RecSports Student Staff Code of Conduct applies to all student employees within RecSports including all supervisory positions such as Recreation Managers and Program Assistants. All student employees receive a copy of the RecSports Student Staff Code of Conduct during the onboarding process, and it is also readily available on the [RecSports Student Staff Website](#).
2. Repercussions for breaching the RecSports Student Staff Code of Conduct include conduct points, suspension, and termination.
3. Incentive points are unrelated to this process and employees cannot make amends in any way for conduct points once incurred.
4. A student incurring **8 or more conduct points** within one unit is subject to immediate termination from the position, or all department positions depending on the severity of the infraction.
5. Employees serving in **multiple units** incur conduct points separately within each unit they serve and may accumulate up to 8 points in each unit.
6. The RecSports Conduct Form on Connect2Concepts is to be used by student employees to document conduct points for oneself or peers.
7. Infractions and corresponding conduct points are removed from a student employee's file **365 days** after the date assessed.



# USING THE CODE

## Reporting

Integrity and honesty are highly valued in the workplace. If you observe or participate in a breach of the Code, we request documentation of the instance through the **Code of Conduct Report Form**. The form includes:

- Self-Report
- Peer Report

## Development Discussions

To use the Code as it is intended, it is necessary to meet with a Professional Staff Supervisor to discuss future ways to grow.

It is important that both the student employee and Professional Staff Member acknowledge (via signing the Conduct Notice Form) that both parties participated in meaningful development efforts for both the student employee and for the team.

## Conduct Points

Conduct points are incurred when an employee has breached the Code. Conduct Points, unless otherwise stated, are to be assessed based on the point value listed in this Code of Conduct. All outcomes are to be assessed at the discretion of the Professional Staff Supervisor.

## Sequence of Process

01

**BREACH OF CODE OF CONDUCT**

02

**REPORT OF BREACH**

03

**DEVELOPMENT DISCUSSIONS**

04

**CONDUCT NOTICES**

05

**DOCUMENTATION OF POINTS**



# OUTCOMES

## Suspension

When deemed appropriate by a Professional Staff Supervisor, suspension is utilized as an alternative to termination. Suspended employees are ineligible to work and receive pay for 1-2 weeks. The employee is responsible for finding coverage for shifts/work responsibilities during the suspension period.

Employees working in multiple RecSports units may be suspended from one unit, or depending on the severity of the behavior, may be suspended from all units.

## Probation

Probation is a period where any additional infraction will result in immediate termination as determined by the Professional Staff Supervisor. The probationary period may last until assigned conduct points expire or until an additional conduct point is incurred. In the case of an additional infraction, the employee is then released from all responsibilities.

## Termination

Employees incurring 8 or more conduct points are subject to termination.

Employees serving in multiple units incur conduct points separately within each unit, yet may be released from one or all roles depending on the severity of the situation.

If a student employee is released from all positions within RecSports due to a severe infraction, that employee is not eligible for rehire within any unit of RecSports.



# INTEGRITY

**Integrity is the quality of being honest and having strong moral principles.**

## Breaches of Integrity

- 1.** Allowing patrons or non-RecSports employees to access unauthorized areas [2 Points]
- 2.** Exceeding 3 punch edit requests within 14 days – apparent overuse or abuse of punch edits may also be determined by the Professional Staff Supervisor [2 Points] *Not applicable to Outdoor Recreation staff working in the field*
- 3.** Printing non-work-related items from RecSports computers [2 Points]
- 4.** Damage to RecSports property that does not arise from proper regular use [3 Points]
- 5.** Circumventing proper equipment checkout procedures [8 points]
- 6.** Neglecting to secure critical access points to any RecSports building or property and/or circumventing facility access policies and procedures [8 points]
- 7.** Falsifying time for self or others in any manner, including the falsification of punch edits [8 points]
- 8.** Theft, abuse, or destruction of RecSports property [8 points]
- 9.** Misuse of any state vehicle or department owned vehicle as either an operator or a passenger [8 points]
- 10.** Compromising the safety of a team member and/or patron via negligence and/or poor risk management practices [8 points]
- 11.** Compromising the safety of a team member and/or patron via physical, verbal, or sexual harassment or abuse which may include the possession of any weapon or firearm [Immediate Termination]
- 12.** Working while under the influence of drugs, alcohol, or any other illegal substance [Immediate Termination]
- 13.** Detrimental conduct to the mission of RecSports that may be deemed worthy of immediate termination as determined by a Professional Staff Supervisor [Immediate Termination]



# DEPENDABILITY

**Dependability is the quality of being trustworthy and reliable.**

**A dependable person builds trust by being accountable for their actions and encouraging those they lead to do the same.**

## Breaches of Dependability

**1.** Tardiness to shifts or meetings by 1-7 minutes without prior Professional Staff approval for an acceptable reason (e.g., academic class, exam, etc.) [1+ Point]

**2.** Neglecting to respond to weekly unit emails/forms [1 Point]

**3.** Returning equipment after the specified checkout timeframe [1 Point]

### ***Applicable to Trip Leaders***

**4.** Neglecting to complete a UF-required online training by the deadline. [1 Point per training]

**5.** Tardiness to shifts or meetings by 8-29 minutes without prior Professional Staff approval for an acceptable reason (e.g., academic class, exam, etc.) [2+ Points]

**6.** Neglecting to fulfill timely completion of communication that is deemed to be a requirement for your role (when no response deadline is stated, it is best practice to respond within 48 hours) [2 Points]

**7.** Neglecting to complete self or peer evaluations [2 Points]

**8.** Tardiness to shifts or meetings by 30-45 minutes without prior Professional Staff approval for an acceptable reason (e.g., academic class, exam, etc.) [3+ Points]

**9.** Tardiness to shifts or meetings by 45+ minutes without prior Professional Staff approval for an acceptable reason (e.g., academic class, exam, etc.) [4+ Points]

**10.** Being absent to an entire shift without approval from a Professional Staff Supervisor [4+ Points]

**11.** Being absent to a work meeting or one-on-one meeting with a Professional Staff Supervisor/Member [4 Points]

**12.** Absence from RecSports-wide or unit training without approval from the Professional Staff Supervisor [6 Points]

**13.** Leaving work or a shift early without approval or a replacement [8 Points]



**+ Indicates flexibility in point value to accommodate for variation in roles**

# PROFESSIONALISM

Professionalism is the practice of conducting oneself with skill, ethics, and courtesy in the workplace.

## Breaches of Professionalism

- 1.** Conduct that lacks respect toward patrons, co-workers, and/or RecSports, either when working on-shift or when participating in RecSports programs and services [1-8 points]
- 2.** Playing with or inappropriately utilizing accessories or equipment while on shift [1 Point]
- 3.** Wearing improper uniform and not upholding dress code expectations [1 Point]
- 4.** Underperformance in any job task/role including inadequate customer service [1+ Points]
- 5.** Unauthorized personal use of cell phone, laptop, or any other electronic device [2 Points]
- 6.** Studying or doing homework while on shift unless explicitly stated by your Professional Staff Supervisor during the onboarding process [2 Points]
- 7.** Performing a job without a relevant, updated certification on file at RecSports [8 Points]
- 8.** Violating the privacy of any patrons or co-workers by failing to secure all sensitive, confidential, or personal identification information (e.g., FERPA, etc.) [8 Points]



+ Indicates flexibility in point value to accommodate for variation in roles



# CLOSING STATEMENT

Any questions, comments, or concerns about the RecSports Student Staff Code of Conduct can be directed to a Professional Staff Member.

This is a living document which seeks to serve our student staff, thereby benefiting our participants and the UF Community. We review this Code annually and encourage adaptations to our process as deemed necessary.

The RecSports Student Staff Code of Conduct was initially proposed and implemented by the Student Leadership Council in 2020 and has been annually reviewed, amended, and approved by RecSports Professional Staff.

Recent Code of Conduct Revision:  
January 11, 2024

The logo for the Student Leadership Council (SLC) is displayed on an orange rectangular background. It features the letters "SLC" in a large, bold, blue sans-serif font. To the right of "SLC" is a vertical orange line, followed by the words "student leadership council" in a smaller, blue, lowercase sans-serif font, stacked on two lines.

**SLC** | student  
leadership  
council

