EMPLOYEE HANDBOOK
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CWU Recreation has taken a complex approach to student employment and staffing on campus. It all began with your path through our intricate hiring process, including recruitment, selection, orientation and training. From the very first information session to your final training shift, we at Recreation do our best to root you in responsibility, organization, and preparation to succeed.

A well-trained and enthusiastic team creates an amazing experience for our CWU patrons. Recreation roots all our service and programs within our core values, making it a truly wonderful place to call home. Typically, only one in four student applicants are selected for these cherished positions. It is evident that Recreation is the number one location for student employment and development opportunities on campus.

We now call you #RecFam – Welcome!
Congratulations!

CWU Recreation is a highly sought-after place to work, and you stood out among quality applicants! We are very excited to have you join us as an employee. As a member of the Recreation staff, we are relying on you to deliver excellent service and programs to our CWU community. Throughout your tenure here, you will gain valuable real-life experience and preparation for your future career endeavors. You will learn leadership, and personal and professional growth – much more than only a paycheck. Our hope is to train you for excellence, guide you through challenges, and develop you into a well-prepared, focused, and responsible adult ready to begin life after college.

Your next steps as a new Recreation employee is to carefully read through this handbook and understand its role in developing Recreation’s student employees.

Take pride in what you do: Your role is to provide excellent customer service and contributes a wonderful experience for our patrons. Be proud of what you are a part of!

Focus on your student success: You are a student first; remember that working at Recreation should not take away or distract you from the academic experience, but serve to enhance your overall college experience.

Be responsible stewards of student resources: Student funds, past, present, and future, have paid for our facilities, programs, and services. With that understanding and your help, it is our hope that we can wisely manage those resources to remain effective and efficient.

Be an effective employee AND patron: Our hope is that you continually seek to improve the workplace and the experience of those that engage our programs and facilities through positive attitude and capable service.

Thank you for joining our team and we hope that your time spent with Recreation is enjoyable and meaningful!
Mission Statement of Recreation

Recreation inspires positive, healthy lives through educational and recreational programs, facilities, and services for the Central Washington University community.

Core Values

- **Excellence** We strive for the best in all we do and aim to exceed our own expectations.
- **Inclusivity** We commit to supporting an environment in which we engage all people and embrace individuality.
- **Integrity** We pledge to be honest and moral in all we do.
- **Growth** We have a sustained passion for continuous improvement and innovation.
- **Community** We will create a climate in which great things can happen.

Vision

Recreation will be recognized as a cornerstone of the student experience for innovative practices and services, contributing to the holistic development of students, and enhancing the university community.

Wellbeing of Student Employees

We value your commitment to Recreation as an employee, but moreover, we value your commitment to CWU as a student and individual. Our department is committed to the holistic development of its student users, student employees, and professional staff. Below you will find our priorities as a department. These priorities are used as a part of our strategic planning for growth as a department, as a staff, and in our programming. Additionally, these priorities are a reflection of our departmental core values.

Priority 1: Student Success

- Provide opportunities for learning outside of the classroom
- Initiate and maintain programs and services to improve retention rates
- Offer activities and programs that enhance life skills aimed at increasing the ability to cope with stresses and challenges of daily life
- Encourage self-discovery and awareness to support student development
- Present resources and information to navigate the University system
- Provide opportunities for student/faculty interaction outside the classroom
• Ensure student development through the implementation and assessment of student learning outcomes
• Offer a comprehensive support system that promotes, emotional, social, intellectual, occupational, spiritual, and physical wellness

Priority 2: Leadership

• Provide leadership growth opportunities for all students
• Offer student leaders training to advance their leadership skills
• Support and encourage ethical and moral decision making
• Sponsor communication, interpersonal and teambuilding skills development for all students

Priority 3: Community

• Ensure a safe and secure environment
• Promote qualities and attributes that encourage good citizenship
• Enhance student life through increased co-curricular, social and recreational opportunities for students
• Collaborate across the campus to increase student success
• Increase cultural, social, and intellectual diversity
• Promote respectful dialogue
• Maintain and build CWU traditions and celebrations
• Encourage an appreciation of self and others as well as respect of differences
• Provide opportunities that allow students to become involved and engaged in the campus community to foster a sense of belonging, connectedness and inclusion

Priority 4: Wellness

• Promote healthy lifestyle choices
• Assist in developing greater self-awareness
• Encourage balance and self-care
• Provide education, prevention, and intervention programming aimed at promoting informed decision making
• Support a well and caring campus community
• Encourage socially responsible actions (sustainability)
Recreation within CWU
As a department, Recreation is housed within:

Student Success > Student Development > Recreation

The division of Student Success is comprised of three main areas:
1. Student Achievement
2. Student Development (Recreation is housed here)
3. Student Living

Student Success provides all graduate and undergraduate students at CWU with the appropriate services and programs to support and enhance their educational experience. Recreation regularly interacts and provides program support with the following departments:
ASCWU Student Government
Campus Activities
Campus Radio
Publicity Center
Student Union
SURC Accounting
Westside Student Life

Please talk to your supervisor if you have any questions about the campus structure, Recreation’s role on campus, or the important partners that we work with.

Recreation Professional Staff
Recreation employs full-time staff members to oversee the operations of the facilities and services. Staff members are responsible for hiring and training students in their program areas, and all staff members are responsible for upholding the policies of the Student Handbook. We expect respect to be given to all members of the professional staff and we promise to treat all student staff with respect.

Graduate Assistants
Recreation employs multiple graduate students annually. Graduate Assistants often have job duties related to their discipline and intended career field. Most assistantships are offered for a 2-year period to coincide with their graduate studies. They receive a tuition waiver and stipend as a condition of their assistantship and take on significant roles within the department as staff supervisors, trainers, and other various administrative and programmatic roles. Similar to the role of the professional staff members, graduate assistants may work across many different programs and interact with many groups of student employees; it is expected that they will be given the same respect as professional staff and it is expected that they will work to earn your respect.
**Student Staff**

Recreation is the second-largest employer on campus with over 150 student employees annually working within the department. Hiring is accomplished as needed and at different times throughout the year in more than 25 different job roles. While we do hire students within the Recreation or Exercise Science majors, Recreation employs students from a variety of majors and interests ranging from Aviation to Theatre Arts. All student employees are expected to maintain the same minimum standard of service as adopted in this handbook.

**Program Area Descriptions**

**Recreation Center/Open Recreation**: Informal, unstructured use of the Recreation Center; drop-in or by reservation. Activities include basketball, volleyball, badminton, pickleball, climbing, weightlifting, cardiovascular training, and walking or running. The Recreation Center is located at 1006 N. Chestnut St.

**Aquatics**: Recreation offers open recreation and lap swim hours in addition to fitness activities and sport club activities at the CWU Aquatic Facility. The CWU Aquatic Facility is located at 1510 N. Walnut St.

**Intramurals**: Structured, competitive and recreational sporting events throughout the academic year. Activities involve team and individual sports and special events.

**Group Fitness**: Group exercise and other wellness opportunities through organized, instructor-led classes. Classes are designed for beginner, intermediate, and advanced levels. Classes take place in room 287 in the Recreation Center.

**Personal Training/Group Training**: Guidance and assistance in individual and team workouts by creating personalized fitness plans unique to your fitness goals. They offer coaching through workouts and provide motivation, education, and guidance for people of all ages and fitness levels. Personal Training takes place throughout the facility as well as room 284. Both Large and Small Group Training take place in room 284.

**Outdoor Pursuits and Rentals**: The Outdoor Pursuits and Rentals program oversees the operation of the climbing wall, outdoor rental shop, outdoor trip programs, and the CWU Challenge Course facility. Through the OPR, individuals are encouraged to develop through their experience in the outdoors.

**Sport Clubs**: The Collegiate Sport Clubs program is designed to serve individual interests in different sport and recreational activities. Membership is open to all students and the club must go through the student organization recognition process with the Associated Students Board of Directors to be considered. Their interests can be competitive, recreational, or instructional in
nature, as clubs may represent CWU in intercollegiate competition or conduct interclub activities such as practice, instruction, social and tournament play.

**Camps**: Camp CWOO is a youth-oriented day camp that is offered specifically through the summer, with special camp events being offered throughout the year. This camp is open to the Ellensburg community and registration is required.

**Challenge Course**: Built in 2007, the challenge course facility offers dynamic, interactive programming that encourages team building, communication, and leadership. The elements of the high-ropes facility include: 40-foot Alpine Tower, Odyssey Course, and Giant Swing. It is located at the Alder Recreation Fields off 18th Street.

**Climbing Wall**: The 50-foot climbing wall offers weekly courses that encourage climbers of all abilities to advance their skill through practice and education. The climbing wall offers open hours throughout the week and can also be reserved by groups.

**Other On-Campus Recreational Facilities**

**Nicholson Fields/Tennis Courts**: These multipurpose fields are reconfigured throughout the year to host sport club activities and intramural activities, in addition to athletic practices. These fields are located at 801 E. Dean Nicholson Blvd next to Nicholson Pavilion; they wrap around the baseball and softball fields.

**Alder Recreation Fields**: These multipurpose fields also host multiple sport club and intramural activities throughout the year. They are located at the corner of 18th and Alder Street.
Looking professional is an essential factor in maintaining excellent service and programs at Recreation. How we look is non-verbal communication that states how we deliver services and programs to our patrons. Recreation employees should be neat and clean without exception. If at any time an employee’s attire does not meet the standard of looking professional, they may be dismissed from their shift and/or may receive a substandard evaluation.

Examples of unprofessional or inappropriate attire in the workplace can include:

- Cutoff shirts
- Revealing shirts, shorts, or skirts
- Open-toe sandals in athletic and maintenance areas
- Inappropriate t-shirts (language, logos, pictures, etc.)
- Hats, beanies, or visors*

Please consult your supervisor if you have any concerns about the appropriateness of workplace attire.

* Religious exceptions can be made and must be discussed with your supervisor.

**Attire**

Employees are issued one staff shirt, must adhere to the following policy:

Employees agree to keep their assigned shirt clean and in good condition (i.e. free of holes, stains, tears, minimal fading, and minimal wrinkles). If the shirt is lost or damaged, the employee will be required to purchase an immediate replacement. This shirt is to be worn during work shifts only, and it is not appropriate to wear this shirt outside of work. By wearing this staff shirt while at work, the employee is proudly representing Recreation and Central Washington University. This shirt is not required to be returned once tenure with Recreation is completed.

You may purchase replacement shirts. Recreation also has frequent Flash Stores online, and you may purchase any approved items for working on shift.

**Nametags**

Recreation is a first-name facility. All areas issued nametags have employee’s first name only. Nametags must be worn at chest level on the front of the shirts, opposite of the CWU Recreation logo. No alterations may be made to the name tags.
Shoes
Shoes should be clean and in good condition. Athletic shoes are best for our facility with rubber soles and cushion. It is recommended that shoes are in school colors or muted tones, though not required.

Recreation Outerwear
Various areas of Recreation will have events outside. These areas are issued approved jackets and nametags so they are easily identified on site. These jackets and nametags should be in good condition and clean for your shift.

Hats
Outdoor Pursuits and Rentals staff and Challenge Course staff have approved hats to wear while on shift. Their positions require them to be outdoors in the elements, and specific hats provide protection. No other areas are allowed hats, beanies, or visors as part of their uniforms.

Sunglasses
Outdoor Pursuits and Rentals, Challenge Course, Sport Clubs, and Intramurals have frequent programs that take place outside. Sunglasses are permitted only as protection from the elements and water glare. If your position keeps you indoors, please keep your sunglasses in a locker.

Gum Chewing
Gum chewing is not permitted while on shift due to communication standards.

Uniform Care
Nike Dri-FIT is a unique material that requires great care. Review the product tag inside the garment for washing and care instructions. Follow these tips to ensure your Recreation staff shirt lasts a long time.

1) Machine wash inside-out in cold water with like colors
2) Use powdered detergent instead of liquid detergent
3) Don’t wring excess water
4) Allow the garment to air dry

How you look conveys a message of quality to our patrons. Each employee’s appearance should add to the appeal of the program, our core values, and our excellence service. Following these guidelines will enable you to maintain consistency across all Recreation’s services and programs.
Employment at Recreation

Probationary Period
The first quarter you are hired will be considered a probationary period. Student employees will be evaluated by their supervisor at the end of this probationary period to determine whether or not to continue employment. Being a good fit for a program area and staff is important to Recreation and our success; referring back to our Core Value Community, we want to provide a climate in which great things can happen, and that includes your position as a student employee. Though we do our best during the hiring process to determine best fit, your evaluation may determine a better fit in another program area. CWU employees (student and professional) are considered at-will employees, meaning termination can happen at any time for any legal reason. If you have any questions regarding the probationary period or the evaluation process, speak to your supervisor.

Contact Information
It is vital to keep your contact information up to date and on file with your supervisor and with Kim and Allyson. If you move addresses, change phone numbers, or update your email address, please provide this information immediately. Email correspondence will only be sent using official CWU email addresses. It is the employee’s responsibility for checking their CWU email account and understanding all information that is sent to their CWU email account.

Equal Employment Opportunity and Affirmative Action
CWU Recreation is an equal opportunity employer and maintains an office to protect the rights of all employees.

Breaks
Breaks are intended to provide a rest period during a shift in order to promote safety and productivity. If you are scheduled to work a shift that lasts 4 consecutive hours, you must be provided a paid break of 15 minutes which should fall approximately halfway into your 4-hour shift. You must be provided one paid break for every 4 consecutive hours you work.

If you are scheduled to work a shift that lasts 5 or more consecutive hours, you must be provided an unpaid meal break of at least 30 minutes which should fall approximately halfway through your shift.

Breaks and meal periods may not be accumulated.

Promotions and Transfers
Recreation employees are invited to apply for promotion and open positions in other programs areas as part of their leadership and experience growth.
Cross-Utilization and Multiple Assignments
If you wish to work in another program area in addition to the area in which you were hired, you must speak with your supervisor to determine hours and eligibility. We encourage you to expand your professional growth.

Employee Evaluations
We believe an important part of the student employee experience is the opportunity for personal development, constructive feedback, and valuable experience for your future occupation. With that in mind, Recreation will conduct employee evaluations at least once per year for all student employees, beginning with your initial evaluation after your initial probationary period. Evaluations will take place with your immediate supervisor and will remain in a personnel file for at least 5 years. Evaluations will focus on your work performance, providing constructive feedback and corrective actions. Your supervisor may elect to conduct evaluations on a more frequent basis based on program schedules, employment dates, etc. If you have any questions regarding the evaluation process, speak to your supervisor.

Corrective Action
Recreation utilizes the CWU Corrective Action Plan to aid in employee development and growth. Supervisors of employees have an obligation and opportunity to ensure that an employee’s experience working on campus is meaningful, intentional, and promotes growth. Professional staff in Recreation do our best to ensure our expectations are clear and proper training is provided. However, sometimes additional help or coaching is needed for the employee to develop. When a policy infraction or learning moment is identified, the supervisor works in a coaching manner with the employee to find a solution to be worked on. In an effort to document these coaching session, a Corrective Action Form is completed for the employee’s file. These coaching sessions are meant to be positive interactions that help clarify issue(s) that need to be worked on or remedied.

Recreation operates under a 3 Strike policy. Reminder One is an oral warning, intended to clarify the policy infraction or learning moment that needs changing. This would help with determining steps or actions for improvement within a designated time period. Reminder Two is a written notice, indicating to the student employee that this matter is becoming more serious and requires a meeting with the supervisor to document the concern. This also helps with determining steps or actions for improvement within a designated time period, and the possibility of termination should this situation not be remedied should be clearly stated at this time. The third and final step is Notice of Termination, which is also a written document and requires a meeting with the supervisor. Supervisors must ensure they do not violate the University’s Affirmative Action Policy, and that the termination is handled in a manner that respects the student’s dignity. Please visit the Student Employment Student Handbook for more information on Corrective Action.

You can find a copy of a Corrective Action Form at the end of this handbook.
Closing Shifts and Safety
Those working closing shifts are encouraged to leave together as a safety precaution. Check with your supervisor to determine protocols.
Expectations of Recreation Employees

Quality Customer Care
Recreation is a service-oriented department that wants our customers to feel welcome, feel heard, and feel important. We strive to impact the student experience and provide a friendly campus community by responding promptly, fairly, and with empathy for the individual. All employees are expected to be pleasant, courteous and helpful to all patrons. While on duty, you should conduct yourself in a professional manner. Like any other business, you are expected to serve the customer - in this case, students, faculty, staff, alumni, community members and other facility users. With this in mind, Recreation has set standards of customer service that we will outline in this section.

Guidelines for Quality Customer Service
1. Use a greeting and the customer’s name to welcome them
2. Smile
3. Look professional
4. Provide prompt service and keep attention to detail
5. Provide a closing statement: Thank you for coming, see you soon, etc.

Visitors, Friends, and Relatives
Employees are not allowed to have visitors during their shift. If friends or guests are using the facilities, they should not be a hindrance to the employee’s work performance. You are welcome to let your guests utilize your 2 guest passes per quarter if you would like to allow them to enjoy the facility. You may also contact the Membership Services supervisor for information regarding facility tours.

Employee Concerns
Given the size of Recreation, you may have some concerns or issues. You are encouraged to express your feelings, and to do so with a supervisor that may assist in remedying the situation. It is your responsibility to submit concerns to your supervisor, and you should be honest about your satisfaction with the response.

Attendance at Work
It is essential to be prompt to work. The time on the schedule is when the shift begins. It is expected that you should arrive 10-15 minutes prior to your shift to prepare to work at the starting time. Any overlap of shifts built into the schedule is for staff members from one shift to update those staff members coming on duty with any pertinent information needed for the next shift. If you are going to be late or absent for any reason, please follow your area protocol as soon as you know you will be delayed and talk to your immediate supervisor to determine a corrective course of action. Missing a shift may lead to dismissal.
Web Presence
Recreation employees should be mindful of their image and reputation that is represented online and on social media. Please remember that while you are an employee of Recreation, you are always representing our department and Central Washington University and should do so in a positive manner. If you are not certain about your web-image, speak with your supervisor.

Schedules
Our operating hours revolve around our patrons’ health habits and their convenience. Therefore, you may have an unusual work schedule. Regardless of your shift time (early AM, late PM, or in between), our patrons must receive the same energy, enthusiasm, and excellent customer service. At the beginning of each quarter, employees are given an opportunity to choose their preferred work hours; however, not all requests can be honored. You are expected to arrive 10-15 minutes prior to your shift start. You may clock in no more than 15 minutes prior to your shift start.

Web Clock and Time Sheets
CWU utilizes Web Clock for time entry. Completed and accurate punches on the web clock guarantees your paycheck. Student employees will log into MyCWU > Employee Tab, click on Report Time folder on the left, and then click on Web Clock. Select the appropriate job position you are clocking into. Complete these steps again when needing to clock out. You may log on to the computers in the Administration hallway for this purpose. You do not have access to go into the system and retroactively enter time – you must clock in and out at the beginning of your shift and immediately after your shift.

If you miss a punch on your Web Clock, contact your supervisor immediately so they can go into the system and fix it.

Some department areas are required to maintain a back-up paper time sheet for reference. Your department supervisor will notify you of their procedure. At the end of each shift, record the hours you work on this provided form and completely fill out all parts of your time sheet, such as # of credits, Job Title, CWU ID Number, etc. These back-up time sheets are due by closing on the last day of the pay period.

Pay Periods and Pay Checks
Within each month there are two pay periods; the 1st to the 15th and the 16th to 31st (or the end of the month). You will be paid on the 10th and 25th of each month. There is a 10-day delay between the end of a Pay Period and pay day. Your employer must pay you for all hours you work and cannot withhold payment for hours worked for any reason. Federal Work Study wages may not be garnished for any reason except to pay account charges to the school for bona fide educational expenses. Other types of wages may be garnished if so ordered.
If you are hired after the first day of a pay period, your first paycheck will be delayed by 1 pay period. Please ask your supervisor if you have any questions about your first pay date.

Paychecks for all student employees will be either paid through direct deposit or mailed to your home address via US Mail; you must choose a method of payment when you begin employment. You are encouraged to have funds deposited directly into your checking or savings account; you do not have to bank locally to enjoy this service. To start you direct deposit, login to MyCWU, select “Employee” at the top menu, and select “Payroll” on the left. Choose “Direct Deposit” and select “Add Account” to begin.

To view your pay check online, login to MyCWU. Click “Employee” at the top menu and select “Payroll” on the left. Choose “View Paycheck” and then select the paycheck you wish to view in PDF format.

**Participation Expectations**
Participation in all Recreation activities is encouraged with the understanding that employees are held to a higher standard of care towards rules, regulations and respect for fellow employees.
Big Picture
When you are hired as a Recreation employee, you now have become an official state employee and bound to the same HR policies and requirements as all of the other thousands of state workers through Washington.

Consistent Performance
Each day with Recreation is different – different patrons, different situations, and different questions. Our standard of customer service and care shall remain consistent. Treat every patron, every situation, and every question as though you are handling it for the first time in the first minute of your shift: with enthusiasm, energy, and happiness to serve. Your attitude and performance should enhance our Recreation quality.

Little things like chewing gum, slouching on a stool behind a desk, gossiping, and staring off into space detract from our service, our mission, and our core values. Be proud to be a Wildcat and happy to be at our wonderful Recreation Center.

Safety
Our patrons and visitors get so busy enjoying their time here at Recreation that they sometimes forget policy or to watch their step. Be on the lookout for hazards or potential dangers. If you see an accident or witness and incident, it must be reported and documented accurately no matter how small it seems. You will learn more in the Accidents section of this handbook.

Often, the patrons and visitors are also your friends. Never let the pressures of operating your area stand in the way of safety, both to the patron and yourself. CWU is a teaching institution, which means we encourage our staff to educate the patrons on policy - especially the why behind it. If you find that you need to enforce a policy with a patron, please use your authority respectfully to explain the policy and why it’s applicable in this situation. Often, the patron will appreciate your thought and the information.

Before beginning any activity or opening a facility, perform a sweep of any areas students may use. This includes but is not limited to:

- Activity spaces
- Seating areas
- Bathrooms
- Walkways
- Fields and surrounding areas
- Any areas inside a fence where participants will be
- Any areas inside a room or gym that participants will be
Prior to each shift, every employee should make a visual inspection of the facilities and equipment to ensure it is suitable for use. Examples of unsafe conditions that can occur include:

- water on a basketball court
- hole in a field
- object in the field of play
- non-ASA approved softball bat
- broken glass

Remember, the safety of our students and guests is our top priority. If you are unsure if an area is unsafe, chances are it is not. Immediately stop the activity and report the situation to your supervisor.

**Important Safety Reminders**

- Remember your personal safety. If the situation is unsafe for students or guest, it is also unsafe for you.
- Check all doors to ensure students cannot gain access to areas they are not supposed to be (i.e. custodial closets, mechanical rooms).
- Be aware of loose clothing or long hair around machines and equipment.
- Get help moving weights and machines. Know your limits and do not attempt to lift anything too heavy alone.
- Always put out a “wet floor” sign if the floor is wet for any reason (i.e. water fountain spills, snow falling off shoes, mopped floors).
- Items in the custodial storage are for all employees to use as long as you are trained to use the equipment and return the items after using.
- Use cleaning supplies and equipment carefully. Take care to use the correct equipment for the job and consult a custodial staff member before using.
- Read labels on any cleaning product before using; if you are not sure ask a supervisor before using.
- Report chemical reactions immediately.

You are essential in locating dangerous conditions. Risk management is everyone’s job. Please be observant and help assist in preventing injuries. Voice any concerns you have and do everything you can to ensure the safety of our participants and staff.

**Security**

CWU Campus Police are concerned with protecting and serving faculty and staff, students, patrons, and the campus community. They are ready and able to assist you in handling problems that intrude upon the controlled atmosphere of our programs and facilities.
Phones
CWU phones at work stations should be used for official business only. To reach an off-campus phone number, you must dial “66” and then the number. To reach an out-of-area phone, you must dial “661” and then the full phone number with area code.

Cell Phones
Employees are not allowed to use cell phones while working unless explicitly outlined by your supervisor in the position handbook for that Recreation area. Cell phones must be kept on silent mode and in digital lockers away from the work station. Unless your position explicitly allows cell phone usage, cell phones may not be kept on an individual while on duty.

Computer and Printer Usage
The two (2) standing computer stations within the Recreation Center facility are email kiosks for patrons and should not be used by student employees.

The computer stations at the Access Desk, Reception Desk, Aquatic Office, Climbing Wall, and Outdoor Pursuits and Rentals should not be used except to conduct official departmental business.

Computer stations in the Administrative Offices hallway are made available for student employees for official business (timesheets, checking schedules, event planning, sport club administration, etc). No personal use of those computers for papers, games, social networking or general internet usage is permitted at any time. Work assigned by a supervisor may allow the use of social networking, YouTube, and other related sites. Individuals not employed by Recreation should not have access to those computer stations and will be asked to leave. For your own protection, employees should remember to always use their own username and password when logging in and out of a computer except when provided a departmental login.

Printer and copier codes should not be shared with others outside your program area. The printer and copier should only be used for official business.

Personal laptops are prohibited at all times in work areas.

Homework, Studying & Reading
While Recreation values the academic experience, staff are required to be engaged with their job responsibilities to ensure quality customer care and safety. **Absolutely no homework, studying, or reading will be allowed** in areas of direct customer supervision.
Food and Beverage
It is understood that work shifts may be scheduled both immediately before and/or after class or other commitments. However, employees are asked to plan so that meals are not eaten while on duty. At no time during a shift may an employee have food, or be eating, in sight of patrons or in the immediate workspace. Food may be eaten in a designated area only (i.e. break room, SURC Pit). Employees will be allowed beverages that are in a re-sealable container.

Lost and Found
All lost and found items are handled through the Administrative Offices with Allyson. If someone turns in an item to the Front Desk, the items must be turned into Allyson for processing.

Photography and Video
All requests to film within the Recreation Center must speak with our Front Desk staff or Jordan Halstead, Membership & Facilities Coordinator.

Media
While at your job for Recreation, media outlets, students creating projects, or other interviewers may ask you or a co-worker for public statements for print or video media. As a representative of Recreation, we ask that should you receive a request for comment please refuse comment and notify your supervisor of the request immediately.

Staff Meetings
Staff meetings are an extremely important way to communicate both with the immediate supervisor as well as other employees within the department. All-staff meetings are considered mandatory.

Employees may not miss a mandatory staff meeting except for an emergency situation. In the case of an emergency, your immediate supervisor should be notified immediately. Each position will differ in the frequency and length of meetings; check with your supervisor to determine trainings and meetings needed.

Certifications and Trainings
All employees at Recreation are provided the opportunity to be certified in First Aid and CPR training through the department. All employees will be required to complete those trainings within 30 days of their hire date to remain on the work schedule. All classes are coordinated internally. Please work with your supervisor to register for a class. Failure to attend a class you are registered for will result in a cancellation fee as well as a new class registration fee at the employee’s expense.
Van Certification is required for some Recreation employees and Sport Club members. Classes are offered as needed at Jongeward building through Motorpool. Certification is free and expires each year. Drivers must meet requirements outlined in “Authorization to Work Requirements”.

Certifications for several employee positions are required to ensure the best safety practices possible for Recreation. Supervisors, Personal Trainers, Group Exercise Instructors, Challenge Course Facilitators, Outdoor Trip Leaders, Climbing Wall Instructors and Intramural Officials are all required to have additional certifications or trainings.

Each staff’s specific certification requirement is outlined in their job description

**Canceling Activities**
If school is cancelled, it does not mean the Recreation Center is closed! You will be notified by your supervisor if there will be no activities or programs.

**Safety Audit**
Recreation formed the safety audit in 2011 as part of our commitment to a safe and competent workplace. The goals of the safety audit are to:
- Provide safety education and training for Recreation employees.
- Evaluate and provide feedback for all student employees annually.
- Ensure all members of Recreation are capable of providing a minimum standard of care.

For more information on safety audit scheduling or for complete safety audit information, please contact your supervisor.
Additional Recreation Experience Opportunities

Volunteering
In addition to the opportunities to work as a paid student employee, Recreation also provides volunteer opportunities in several of the program areas for CWU students to receive experience in the field of Recreation. Some volunteer opportunities exist for specific programs (5K races, event setup, etc.) while other opportunities are ongoing and require more serious time commitments (Sport Club officer or coach). For all volunteer opportunities, students must fill out a volunteer application and timesheet to accurately track their hours and remain in compliance with University and State policy.

You may not volunteer additional hours to any department or employer that has hired you for pay. You may not volunteer to do any task similar to duties you perform anywhere on-campus for pay. Employers may not suggest or require that you volunteer, and may not offer any reward or penalty for your volunteering or not volunteering. Report violations to Student Employment.

Practicums and Internships
Recreation prides itself on offering a variety of different practicum and internship experiences. All internships are arranged through Career Services and must be approved by both a faculty advisor and Recreation employee to be applied as class credit. Placements are based on time of the year, staff available, programs offered, and skill set of the individual. Recreation provides paid and unpaid internships based on the source of funding and nature of internship work. All learning opportunities are arranged with Faculty Advisor approval. Practicums can last as few as 40 hours or as many as 120 hours during each quarter; internships typically last 400-480 hours.

Conferences and Professional Development
Student employees can often travel with Recreation Professional staff to conferences all across the country. Funding can come directly from the program area, and can be requested through the S&A committee if given enough notice. Frequently attended conferences are regional and national NIRSA, NASPA, and variations of FITFESTS, but could include anything you may be interested in and can benefit from. If you are interested in attending a conference or professional development opportunity, please speak with your supervisor about your options.

NIRSA
The National Intramural-Recreational Sports Association (NIRSA) is a non-profit membership organization, which serves as a network for more than 4,000 professionals and students members in the recreational sports field throughout the United States. Recreation maintains an institutional membership, as well as professional staff memberships, within NIRSA which provide a valuable resource for development in Recreational Sports. Contact your supervisor if you are interested in becoming a student member of NIRSA, traveling to attend a recreation conference, or seeing how you can be involved in statewide, regional, or national trainings.
NASPA
The National Association of Student Personnel Administrators (NASPA) is a student affairs in higher education organization, which serves as a network for more than 15,000 active members across the world. This organization leads conferences surrounding advancement, health, and sustainability for programs, experiences, and services that cultivate student learning and success. Topics are very diverse in nature (think social justice, employee recognition, policy advocacy, inclusion, etc) and provide an excellent submersion into the greater world of higher education across the nation. Contact your supervisor if you are interested in becoming a student member of NASPA, traveling to attend a conference, or seeing how you can be involved in statewide, regional, or national trainings.

AORE
The Association of Outdoor Recreation and Education (AORE) provides opportunities for professionals and students in the field of outdoor recreation and education to connect, promote the preservation and conservation of the natural environment, and address issues common to colleges, universities, and communities. OPR frequently sends student employees to AORE’s annual conference to broaden the scope of their outdoor and industry knowledge. Contact your supervisor if you are interested in becoming a student member of AORE, traveling to attend a conference, or seeing how you can be involved in statewide or national trainings.

FIT FESTS
A variety of nationally recognized organizations come together to teach and provide insight into the fitness professions and the variety of topics that dominate the industry. Topic focus is usually physical in nature (think group fitness trends or personal training techniques) but also translate to business, customer service, and management. Contact your supervisor if you are interested in traveling to attend a conference, or seeing how you can be involved in statewide, regional, or national trainings.

In-House Trainings
Seminars and workshops are currently offered three times per quarter and are open only to Recreation employees. Topics are discussed and created by working with employees and Recreation professional staff members to ensure that students will benefit both personally and professionally. Seminars and workshops are taught by professional staff, partners from other areas of campus, and student employees of Recreation. If you have an idea for a topic, please speak with your supervisor or contact Dania Cochran.

Recreation Development Library
Located in Dania Cochran’s office (167A, in OPR), there are several books available for you to check out for your professional and personal growth. There is a checkout system in place, please work with Dania to ensure you have the book properly checked out. Books are checked out for a 10-day period. If you need to extend your checkout, please work directly with Dania. If you have a suggestion for a book or topic to add, please speak with your supervisor or Dania.
University Resources & Policies

Safe & Supportive Work Environment
Recreation strives to maintain a safe and supportive work environment. Verbal or physical conduct, or the introduction of offensive materials constitutes harassment when it interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Recreation will not condone such behavior by its employees, members, or customers. Individual conduct or conversation, whether intentional or unintentional, that results in sexual, verbal or physical harassment, abuse or intimidation against any person on the basis of race, color, gender, religion, national origin, age, disability, sexual orientation or veteran status is prohibited. Inappropriate remarks and jokes based on these or other personal characteristics are particularly offensive and unacceptable.

Sexual Harassment
Recreation wants to ensure that all employees enjoy an environment free from sexual harassment. Sexual harassment is unlawful and impedes the realization of Recreation’s mission, vision and values. No employee may sexually harass another. All employees must complete the online sexual harassment training at the time of hire. The training can be found at http://www.cwu.edu/student-employment/required-student-training and is called “Treating People with Dignity and Respect”.

Drug, Alcohol, and Tobacco Use
At no time is an employee allowed to have any drugs, alcohol, or tobacco with them or with their belongings at work. No employee is allowed to be under the influence of any drugs, alcohol, or tobacco products when at work. Impairment is an unsafe practice that puts yourself and others at risk. Being unable to perform your job properly because of previous alcohol or drug use (i.e. hung over) is considered under the influence. If violation of the drug, alcohol, or tobacco policy occurs, the staff member will be sent home immediately. Violation of this policy is grounds for termination.

Please visit the CWU Student Handbook for additional information on CWU Policies.

FERPA & HIPAA
The Federal Family Educational Rights Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) requires that student information be protected and kept confidential. If you gain access, through your job, to information about other students, you MUST keep it confidential. Sharing confidential information with others who are not authorized to receive it (outside the scope of your job duties) is a serious federal violation and is cause for immediate dismissal, and could lead to further disciplinary action. Training on FERPA and HIPAA can be found at http://www.cwu.edu/student-employment/required-student-training and is called “FERPA”.

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Accidents, Incidents, and On-The-Job Injury Protocol

Recreation publishes a full Emergency Action Plan (EAP) located at the end of this handbook. The information here is neither a substitute for reading that plan nor for receiving First Aid and CPR Certification.

Emergency Contact Information

Medical/Life-Threatening Emergency: 911
Campus Police: 911
Fire Department: 911
Kittcom (non-Emergency Dispatch): 925-8534
24 Hour Maintenance: 963-3000

Step 1: Call the appropriate number above based on your circumstances.
Step 2: Notify the appropriate Assistant Director who oversees the area(s) in which the accident happened. The Assistant Director will then follow up with Rusty Vineyard, Director.

Calling 911
If you need to call 911, be prepared! Please review the following lists:

Making the Call
- Dial 911 OR
- Notify campus police via Kittcom at 509-925-8534 (for non-emergencies, such as a stolen backpack)

Providing Information
- name, address, telephone number of caller
- nature of emergency, whether medical or non-medical *
- number of participants
- condition of injured individual(s)
- first aid treatment initiated by first responder
- specific directions as needed to locate the emergency scene ("come to the northeast corner of Alder Fields" or “come to court D")
- other information as requested by dispatcher
- any medication taken and when

Do not hang up until instructed to do so by 911 personnel.
Reporting Accidents
Student/Visitor accident reports should be filled out for each injury incurred to a patron or member (not employee) during Recreation programs. This might include a wide variety of injuries, and could potentially include, among others:

- Potential concussion
- Lacerations/cuts
- Ankle sprain
- Heat exhaustion
- Frostbite
- Shoulder dislocation
- Patellar (kneecap) dislocation
- Broken or dislocated finger
- Torn ACL

This is just a sample list and could include many others. It is important to include as many details as possible, and to fill out the report as completely as possible and turned in to our Administrative Office desk for processing. The accident report form is located at various areas within the facility and your supervisor will show you form locations closest to you according to your job description. You can find a copy of this form at the end of this handbook. The form can also be found online at http://www.cwu.edu/~web/cwu-accident-report/. Please note you will not fill out this form online for a patron or member, you will only complete the paper form by hand.

Reporting Incidents
Incident reports should be filled out for other situations that occur during Recreation programs and events. Some examples could include:

- Fight on the basketball court
- Child missing or running away from camp
- Lightning safety response
- Hostile intruder
- Near drownings on the river while using our OPR equipment
- Displays of vulgarity, racism, sexual harassment, discrimination, or swearing in our facilities or during participation in our programs

This report should also be used for “near miss” situations, in which an accident or incident COULD have occurred but did not. This will help Recreation to analyze why the incident almost happened and adjust the program accordingly to ensure it does not happen in the future. As much detail as possible needs to be documented, including witnesses’ names and contact information. The incident report form is located at various areas within the facility and your supervisor will show you form locations closest to you according to your job description. You can find a copy of this form at the end of this handbook.
Reporting an On-The-Job Injury

Employee or Student Employee Accident Report are filled out when an employee is involved in a university-related accident or injury. All accidents, injuries, and occupational illnesses are to be reported immediately to a university official. Accident reports are not used to assign fault, but to fulfill Washington State Department of Labor and Industries (L&I) reporting requirements, to help mitigate hazards, and to enhance the health and safety of our entire university community.

Employees have to document any injuries they incur at work. This report must be completed and processed by the end of that work shift. **This report form must be entered online at http://www.cwu.edu/~web/cwu-accident-report/**.

In addition, employees that will be working with chemicals will be provided proper training in working with those chemicals, and an MSDS book will be maintained and updated in Recreation’s custodial area.

When filling out any accident or incident form, please remember:

- Make sure your writing is legible
- Make sure to fill out all victim information as completely as possible
  - Often, time is excluded, so make sure to complete fully.
- Describe the activity that led to the injury as completely as possible, whether or not you have any idea of the nature of the injury. Just because you can’t diagnose the injury doesn’t mean that someone else won’t be able to from your very accurate description of the events that occurred leading up to the injury!
- Describe the injury as completely as possible within your scope of practice.
- Describe in detail what exactly you provided as treatment for the victim.
- The most updated form does not state whether 911 was called and whether the ambulance was used. Please make sure to note at the bottom of the report whether 911 was called or not, and whether victim was transported in ambulance or not. If they refuse an ambulance, make sure to note that as well, and make sure to note the name and contact info of the responding EMS personnel.
- Make sure to print your name and date the report. Turn it in promptly to Recreation Administrative Office.
Wellington High Five

Wellington High Five is an employee recognition program that rewards student employees for their work that goes above what is required to meet their job requirements. This recognition program is rooted in our core values of Excellence, Inclusivity, Integrity, Growth, and Community. There are two Recognition Stations within the Recreation Center; one is located upstairs within the cardio area, and one is located downstairs next to the elevator and lockers. Each Recognition Station has examples of how an employee might represent our values while on shift.

Nominations
At each Recognition Station there are nomination cards to fill out. If you witness a demonstration of any core value, fill out a nomination card on behalf of the student employee. Nomination cards are filled out by patrons, supervisors, and fellow student employees. All nomination cards are retrieved from the Recognition Stations at the end of each quarter. A committee evaluates all nominations and chooses five (5) student employees who most accurately represent our core values in their work.

Rewards
Five student winners per quarter receive their prizes at a small reception with the professional staff at the end of that quarter. Prizes include official staff shirts labeled “Student Employee of the Quarter”, a gift card to The Wildcat Shop, and a gift card to Winegars. A photo taken of the winners will be posted in the Wellington High Five display case near the facility lobby for the entirety of the following quarter. Additionally, winning Wellington High Five means a student employee is automatically entered into the running for our annual Student Employee of the Year award, given in the spring; the winner of that award gets their name engraved on a plaque that is located in the Administrative offices.
Glossary of Recreation Names and Terms

**Admin Offices** Administrative suite located inside the Recreation Center where all coordinators have professional offices.

**Alder Fields/Alder Complex** Fields (3) located on Alder Street and 18th Street. A fenced complex where IM Sports and Sport Clubs play.

**Big Rig** Large apparatus located in Fitness Studio 287 and used for Personal Training, Group Training, and #RecFam training.

**Boat Shed** Located in Brooklane (North Campus), OPR maintains seasonal gear here as well as a few Rec Center items that needed larger storage.

**Cardio Area** Main space upstairs where the majority of the cardiovascular equipment is located.

**CLASS** Former software system used in the facility.

**Container** Shipping containers that Sport Clubs, IMs, and Challenge Course have for program storage. Located at Nicholson Fields, the Pen, and Challenge Course.

**Court D Storage** Large storage room with an entrance located on Court D.

**Demo Days** First 7 days of each quarter that allows all Recreation Center participants to take part in as many group fitness classes and large group training sessions as they wish. This is a “try before you buy” opportunity.

**Dojo** Fitness Studio 287, with the Big Rig and a variety of training equipment. This is where Personal Training and Group Training classes are held, as well as a few Group X classes. #RecFam also trains in this room. May also be referred to as Fitness Dojo.

**Fusion** Current software system used to run Recreation Center business.

**Gator** Utility vehicle able to drive on-campus and used to transport IM and Sport Club equipment to fields.

**Gator Storage** Storage where Gator is kept. Entrance is located on the North East side of the SURC.

**General Storage** Storage rows for each program located in the custodial offices. Also known as Long Term Storage.
**Group Fitness** General fitness classes that require a pass to participate in. These classes mostly take place in Fitness Studio 284.

**Group X** Another name for group fitness classes.

**IMs** Shorthand for Intramural Sports.

**Long Term** Another name for General Storage.

**Nicholson** The Nicholson Pavilion, where Athletics live. Occasionally we have a partnership that allows our patrons to use their facilities and vice versa. Located up at North Campus.

**OPR** Outdoor Pursuits and Rentals. Located on the East side of SURC, they have their own entrance and storefront to rent equipment.

**PAV** Another name for Nicholson Pavilion.

**Pen** Large fenced area located at Alder Complex, just south of the Challenge Course. A lockable open storage area where the bike trailer and benches are kept, as well as the occasional parade float.

**The Shop** Another name for OPR, this mainly refers to the large warehouse-style shop that is attached to the OPR storefront. All rental gear is kept here, as well as a work-bench for staff to repair items and wax and tune skis.

**The Wall** Another name for the climbing wall.

**Weight Room** Refers to the main weight lifting room located at the front of the Recreation Center.
Forms Directory
Corrective Action Form

Employee Name: ___________________________  Date: ___________________________

Supervisor Name: ___________________________  Program Area: ___________________________

Prior Action Taken (If applicable):

☐ Coaching  ☐ Written Warning  ☐ Other: ___________________________

☐ Verbal Warning  ☐ Written Reprimand

Date(s): ___________________________

Reason: ___________________________

Current Action Being Taken:

☐ Verbal warning  ☐ Written warning

☐ Suspension/Removal from schedule  Duration: ___________________________

☐ Termination

☐ Other: ___________________________

Description of Issue/Explanation (be as specific and detailed as possible):

_________________________________________________________

Corrective Action and Conduct/Performance Goals:

You are expected to (list expectations with specific directions and any applicable training needed):

_________________________________________________________
Corrective Action Form (page 2)

Corrective Action Form

Should you fail to appropriately address the issues identified in this document or abide by Recreation’s standards, policies, procedures, and processes, Recreation will find it necessary to take the following disciplinary action (or more depending on the type of situation):

Level of Discipline:

☐ Verbal Warning
☐ Written Warning
☐ Suspension/Removal from schedule Duration: ______________
☐ Termination
☐ Other: ______________

Note: Depending on the nature of the offense, Recreation reserves the right to skip any step at its discretion. All Recreation standards, policies, procedures, and processes fall within Central Washington University’s student code of conduct.

Employee Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I will receive a copy of this notification. The content of this document has been explained to me, and I have been advised to take the time to read it before I sign it.

My signature acknowledges receipt of the notification, but not necessarily agreement with the statements made in it.

Employee signature: ______________________ Date: ______________

Supervisor signature: ______________________ Date: ______________

Performance Goal Follow Up:

☐ Acceptable Follow-up Date: ______________
☐ Unacceptable

Explanation:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Incident Report

Date: ___________________    Time: ___________________

Location of Incident: ___________________    Activity: ___________________

Employees involved: ___________________/ ___________________/ ___________________

Supervisor: ___________________

Program Area (circle): IM    Sport Clubs    Recreation Center    OPR

Was there an injury involved? Yes    No
If yes, please fill out an accident report and give the individual’s information below:

Name: ___________________    Phone #: ___________________    CWU ID#: ___________________

CIRCUMSTANCES OF INCIDENT: ___________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please have two witnesses sign below and provide contact information for non-employees:

Witness Name: ___________________    Witness Name: ___________________
Phone #: ___________________    Phone #: ___________________
Signature: ___________________    Signature: ___________________
## Student/Visitor Accident Report Form

<table>
<thead>
<tr>
<th>Last Name: ____________________________</th>
<th>First Name: ____________________________</th>
<th>Student [ ]</th>
<th>Visitor [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: ______________________________</td>
<td>City: _________________________________</td>
<td>Zip Code: __________</td>
<td></td>
</tr>
<tr>
<td>E-Mail: _______________________________</td>
<td>Phone: ________________________________</td>
<td>CWU ID: __________</td>
<td></td>
</tr>
<tr>
<td>Date of Accident: _____________________</td>
<td>Time of Accident: _____ [ ] am [ ] pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Where did the accident occur?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of injury: _______________________</td>
<td>Part of body injured: __________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Reported: ________________________</td>
<td>Time Reported: __________ [ ] am [ ] pm</td>
<td>Reported to:</td>
<td></td>
</tr>
<tr>
<td>Description of accident (Include activities at the time of the accident, specific location, etc.):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Factors contributing to incident/accident:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tools, chemicals, or equipment involved:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suggestions for correcting conditions:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Witness Information (name, address, and phone number):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treatment: [ ] First Aid [ ] Sent Home [ ] Emergency Room [ ] Sent to physician [ ] Admitted to Hospital</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physician’s Name: ____________________</td>
<td>Name of Hospital: ______________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical treatment received:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] I agree, to the best of my ability and knowledge, that all information I have given above is true and correct.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature of Injured Student / Visitor:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If Applicable - Name of Staff Member filling out form (print legibly):</td>
<td></td>
<td>Staff Member Signature:</td>
<td></td>
</tr>
<tr>
<td>Send completed form to one of the following: Scan and e-mail to <a href="mailto:EHS@cwu.edu">EHS@cwu.edu</a>; Fax to 509-963-2238; or mail to the attention of Office of Environmental Health &amp; Safety, 400 E. University Way, Ellensburg, WA 98926-7440</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Employee Accident Report Form

Last Name: ______________________  First Name: ______________________  □ Employee □ Student Employee
Address: ______________________  City: ______________________  Zip Code: __________
E-Mail: ______________________  Phone: ______________________  CWU ID: ______________________
Date of Accident: ____________  Time of Accident: _______  □ am □ pm
Where did the accident occur? ______________________

Type of injury: ______________________  Part of body injured: ______________________

Date Reported: ____________  Time Reported: _______  □ am □ pm  Reported to: ______________________

Description of accident (Include activities at the time of the accident, specific location, etc.):

________________________________________________________________________

Factors contributing to incident/accident: ______________________

________________________________________________________________________

Tools, chemicals, or equipment involved: ______________________

________________________________________________________________________

Suggestions for correcting conditions: ______________________

________________________________________________________________________

Witness Information (name, address, and phone number):

________________________________________________________________________

________________________________________________________________________

Treatment:  □ First Aid  □ Sent Home  □ Emergency Room  □ Sent to physician  □ Admitted to Hospital
Physician’s Name: ______________________  Name of Hospital: ______________________

Medical treatment received: ______________________

□  I agree, to the best of my ability and knowledge, that all information I have given above is true and correct.

Signature of Injured Employee: ______________________  Date: ______________________

Please fill out information on next page
Employee Accident Report Form (page 2)

Employee Work Phone: __________________ Work start time: _______ □ am □ pm

Department: __________________ Position: __________________

Employee is (full time, part-time, temporary, etc.): ________________

Could this accident have aggravated a previous work-related injury or illness? If yes, explain: __________________

TO BE COMPLETED BY EMPLOYEE’S SUPERVISOR

(Please complete as soon after the accident as possible. Report lost time to date if necessary.)

Work time lost (hours): __________ Date(s) of lost time: __________

Date returned to work: __________ Light duty days: __________

Describe how and why accident occurred: __________________

__________________________

Was the accident area inspected? □ Yes □ No

Comments about this...

List actions taken to prevent similar accidents in the future (include target date, completion date, and name of person responsible):

Action Taken:

Action Taken:

Action Taken:

Additional comments:

__________________________

□ I agree, to the best of my ability and knowledge, that all information I have given above is true and correct.

Supervisor’s name: ______________________ Date: __________________

Supervisor’s signature: ____________________

Send completed form to one of the following: Scan and e-mail to EHS@cwu.edu Fax to 509-963-2238; or mail to the attention of Office of Environmental Health & Safety, 400 E. University Way, Ellensburg, WA 98926-7440
EMERGENCY PROCEDURES

**Hazardous Materials Release**
- If an emergency or if anyone is in danger call 911
- Move away from the site of the hazard to a safe location
- Follow the instructions of emergency personnel
- Alert others to stay clear of the area
- Notify emergency personnel if you have been exposed or have information about the release

**Lockdown Protocol**
- If notified by a building official or if an immediate outside threat is perceived (Hostile / Armed Intruder), some or all of the following may be helpful

**Secure the Immediate Area**
- Lock & barricade doors
- Turn off all lights
- Close blinds
- Keep calm, quiet, & out of sight
- Take adequate cover
- If safe, dial 911

**Un-Securing the Area**
- Consider the risks of leaving the secure area
- Attempts to rescue others should be limited, do NOT endanger yourself or compromise your safety
- Only leave if it improves your chances of survival

**Power Outage**
- Move cautiously to a lighted area. Exits may be indicated by lighted signs
- Turn off and unplug computers and other voltage sensitive equipment
- For more information about prolonged power outages or if you have any immediate concerns, call Campus Facilities at 509-963-3000

**Fire**
- Activate the nearest fire alarm pull station and call 911 if possible
- Evacuate the building
- Do not enter the building until authorized by emergency personnel

**Evacuation Information**
- Evacuate the building using the safest exit possible.
- Do not use elevators!
- Take personal belongings (keys, purses, wallets, etc.)
- Secure any hazardous materials or equipment before leaving
- DO NOT STAND OUTSIDE OF THE ENTRANCES!
- Go to the closest Evacuation Assembly Point:
  - West Entrances proceed to Science Lawn
  - East Entrances proceed to Barto Lawn

**Suspicious Person**
- Do not physically confront the person
- Do not let anyone into a locked building or office
- Do not block the person’s access to an exit
- Call 911. Provide as much information as possible about the person and their direction of travel

**Earthquake**
- Drop, Cover, Hold — under a table or desk or against an inside wall (not in a doorway) until the shaking stops
- After the shaking stops, check yourself and others for injuries and move toward the nearest safe exit
- Evacuate the building
- Do not leave the area / campus without reporting your status to your instructor, building coordinator, or supervisor
- Go to the nearest campus Evacuation Assembly Point for more information and critical updates

**Suspicious Object**
- Do not touch or disturb object
- Call 911
- Notify your supervisor and / or the building coordinator
- Be prepared to evacuate

---

Non-Emergency Call KITTCOM: 509-925-8534
CWU Emergency Hotline: 509-963-2345

Always Remain Calm!  
Emergency Address:  
1007 N Chestnut St.  
Ellensburg, WA 98926

Provide Assistance to Others in Need!