

# Employee Responsibilities and Code of Conduct

## ASMSU RECREATIONAL SPORTS AND FITNESS, MONTANA STATE UNIVERSITY

Updated: 1-10-11

### Responsibilities

1. RSF Values (6): Leadership, Teamwork, Discovery, Excellence, Responsibility, and Well-being. In addition to these core RSF values it is important for the RSF employee to provide excellent customer service, attention, commitment and ownership to programs/facilities.
2. Review and learn the RSF Organizational Chart and the RSF Mission/Value/Goals Statement. This will help you know who is responsible for each program area, the reporting structure and our mission.
3. Meet and greet patrons regularly and consistently.
4. Know and understand emergency procedures, location of first aid kits, AED's, safe programs/facilities and evacuation procedures. If you are not familiar with all the above see you supervisor immediately.
5. When entering the building use the turnstiles. DO NOT use the exit gates for entry.
6. Off duty employees should not distract from the work of an on-duty employee.
7. Be knowledgeable on specific classes/workshops/events being held in the fitness center each day.
8. During "down time" work on cleaning or other secondary tasks outlined by your supervisor.
9. Be Pro-Active with helping people in the Fitness Center.

### Code of Conduct

1. The time clock is an official recording device. If you leave the building while on the clock, punch someone else in or out, or are not doing your job duty, you are committing fraud and will be immediately terminated &/or prosecuted.
2. No alcohol/drugs in the Fitness Center or working under the influence. MSU is a "Tobacco Free" campus.
3. No food in work area (eat in lounge), food at desks should be very discreet. It is not appropriate to talk to someone with food in your mouth and remember many of our patrons are on strict diets and do not need to see your food.
4. No "social networking", cell phone use, personal music device, laptop, or other personal distractions, during your shift.

5. No personal workouts while on shift.
6. Supervisors have the authority to hold you accountable for your duties and conduct. This includes Student Supervisors who carry this same authority.
7. Wear appropriate clothing (designated shirt or other approved by your supervisor). No sandals or open toed shoes (exception: Life guards). Your supervisor may have additional suggestions/restrictions on attire and grooming.