Employee Handbook
Disclaimer

This manual has been written to serve as the guide for the employer/employee relationship. There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions about the applicability of a policy, procedure or practice to you, you should address your specific questions to your supervisor or the Office of Human Resources.

Neither this handbook nor any departmental handbooks or other Portland State University documents confer any contractual right; either express or implied, to remain in employ of Portland State University. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice for any reason except illegal discrimination or exercise of rights protected by constitutional or statutory law such as discrimination-based protected status or you may resign for any reason at any time. Additionally, the procedures, practices, and policies described here may be modified or discontinued from time to time.

This handbook only covers students who are earning a wage. It does not cover off-campus employment (unless you are working directly for a department of Portland State University), internships, co-ops, Academic Service Awards, Graduate Assistantships or employment with a contractor of Portland State University. Portland State University is considered to be the employer regardless of which department(s) a student is employed by, unless a student works for a contractor such as Aramark in food service. Students working for and paid by contractors are not Portland State University employees.

Employment on campus is subject to availability of jobs and funding and is not guaranteed. Student employees are not guaranteed a minimum number of hours. When student employees concurrently hold more than one position at Portland State University, the total maximum number of hours they may work and the rules regarding overtime apply to the cumulative number of hours a student works at all positions they hold. The policies in this handbook are to be applied globally to all hiring departments. Departments may only deviate from policy where stated. Policies and practices need to be consistent with what is in this handbook; however, it is acceptable to have stricter policies, but not more lenient ones.
New Employee Orientation Handbook

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Welcome to Portland State University’s Student Recreation Center! The creation of our facility started as an idea in 1987. By 2007, the project was underway and our doors opened on January 3, 2010. The University understands the importance and impact Campus Recreation has on the health and well-being of the student body and thus supported students in the creation of this new facility.

As a Campus Rec student employee you hold a vital role in the experience of every student, faculty, staff, alumni and affiliate that uses the Student Rec Center. It is through your initial greeting at the membership services counter, your instructions in the weight room, your guiding down a river, or even your supervision in the pool that they walk away with a smile on their face and with the intention of returning the following day.

We hope that this manual serves you as a reliable resource for any questions you encounter during your time as an employee Campus Rec.
Campus Rec Mission:

To create an environment where quality recreation and wellness programs inspire, educate, and empower individuals to be positive contributors to the Portland State and global community.

Campus Rec Values:

- We enhance engagement within the University and City by building healthy and supportive communities.
- We promote the link between recreation and sustainability.
- We seek and support diversity in our programs and participants while promoting a climate of mutual respect.
- We provide programs that are accessible to our community.
- We provide significant learning opportunities through participation and employment.

Campus Rec Vision:

Campus Rec wants to be the leader in urban university recreation - as a department, we gauge our efforts not just on what we see before us, but make sure to strive to reach the highest standards of the recreation field. To that end, we hope to mirror the Portland State's commitment to leading on national issues around sustainability, while becoming known as a University that creates a nationally recognized adaptive sports environment.

Statement of Dignity:

As Portland State Campus Rec:
We recognize, understand, and encourage celebration of the human differences that surround us. We ask you to participate in fostering this spirit.

Any expressions of bigotry, hatred, prejudice or disrespect is inconsistent with the ideals of preserving human dignity and contradicts the values of healthful living and fair play promoted by Portland State University.
Defining Diversity and Inclusion:

"Diversity and Inclusion is about finding, recruiting, and nurturing the best talent from all over the world. We must look at our campus and the unique individuals who shape it. We have to be innovative in how we educate our students so that we are more effective at helping them become global citizens and competitive in the global environment. "

- Jilma Meneses, J.D, Chief Diversity Officer

Participating in the Celebration of Diversity and Inclusion:

There are several steps that you can take as a student to increase your understanding and appreciation of diversity.

1. **Evaluate your own beliefs.** It is important that you are aware of your own assumptions, biases, and values. Taking the time to understand your own position will help you to be aware and mindful of your behaviors during your interactions with others. This awareness will provide you with the tools you need to further your own development.

2. **Join the conversation.** Research local resources and on-campus groups. Get to know students from a variety of cultures and develop a dialogue about their opinions, beliefs, and values. Make an effort to understand diverse backgrounds. Expose yourself to new ideas and activities around campus. Portland State is a great environment in which to begin your exploration.

Diversity and Inclusion on Campus:

“Our faculty and staff offer experiences both inside and outside of the classroom that give our students the knowledge and skills they need to serve a diverse society. The diversity of backgrounds, experiences, and points of view represented within our campus community enlivens and deepens classroom discussions and creates a campus climate where everyone feels welcome.”

- President Wim Wiewel
On-Campus Resources

- Admissions
  - 503-725-3511
- Associated Students of PSU (ASPSU)
  - 503-725-3454
- Bookstore
  - 503-725-9820
- Campus Public Safety
  - 503-725-4407 (non-emergency)
- Campus Ministry
  - 503-226-7807
- Career Center
  - 503-725-4613
- Center for Student Health & Counseling (SHAC)
  - 503-725-2800
- Dean of Student Life
  - 503-725-4422
- Disability Resource Center
  - 503-725-4150
- Diversity and Multicultural Student Services (DMSS)
  - 503-725-4457
- Financial Aid
  - 503-725-3461
- Global Diversity and Inclusion
  - 503-725-5919
- Housing and Residence Life
  - 503-725-4370
- International Student Services
  - 503-725-4094
- La Casa Latina
  - 503-725-6710
- Learning Center
  - 503-725-4448
- Multicultural Center
  - 503-725-5342
- Native American Student & Community Center
  - 503-725-9695
- Office of Information Technology
  - 503-725-4357
- Queer Resource Center
  - 503-725-5681
- Student Activities & Leadership Programs (SALP)
  - 503-725-4452
- Student Legal Services (SLS)
  - 503-725-4556
- Student Support Services (TRIO)
  - 503-725-3815
- Testing Center
  - 503-725-5301
- Transportation and Parking
  - 503-725-3442
- Undergraduate Advising & Support Center (UASC)
  - 503-725-4005
- Veterans Services
  - 503-725-3876
- Womens Resource Center
  - 503-725-5672
- Writing Center
  - 503-725-3570
Fitness

Campus Rec provides a flexible fitness program that is especially convenient for Portland State students who want a simple way to keep healthy on their own schedule.

- Over 100 pieces of weight room and 80 pieces of cardio equipment, including treadmills, ellipticals, incline trainers, cycle bikes, rowing machines, and more are available during all operational hours.
- Drop-in Group X Fitness classes are fun, challenging, appropriate for all fitness levels, and included in your membership at no additional charge. You are able to pick and choose from a variety of classes that are offered. Personal Training offers individualized exercise programs and buddy sessions with a certified personal trainer at affordable rates.
- An Indoor, 1/11 mile track that is always available.

Aquatics

The pool within the Rec Center is a 6-lane 25-yard pool. There is also a 10-person spa. The Aquatics program offers the following swim options:

- Lap swim (minimum of 3 lanes available during all lap swim hours)
- Open swim – half pool & full pool – during half pool, three lanes are available for recreational swimming and three for lap swimming. During full pool, then entire pool is dedicated to recreational swimming (i.e. water basketball, playing around)

In addition, programming includes:

- Master's swim – Members of the ASRC are welcome to become members of the Portland State Masters Swim Program. Free for the first month, $12/month after first month, Oregon Masters Swimmer membership required after first month
- Group X – Water Bootcamp & Water X
- Swim lessons – Private lessons for youth and adults
- Swim clinics – Swim clinics include up to 5 participants who all want to work on a specific aspect of swimming whether that be becoming comfortable in the water, perfecting front crawl or learning butterfly. Participants receive specialized instruction on swim strokes in a small group setting for an incredibly subsidized rate.
- Kayak roll sessions – offered through the Outdoor Program but takes place in the pool
- CREC special events – including Dive-in Movies, family events, etc.
Intramurals

Intramurals offers a wide variety of organized activities including:
- League play in sports including volleyball, soccer, flag football, basketball, etc
- Tournaments
- Open recreation
- Special events for students, faculty/staff, and alumni at PSU such as Party in the Plaza or the 20:20:20 triathlon

Free Agent: Individuals who desire to participate but do not have a team may register as a free agent on-line at www.pdx.edu/recreation/intramurals. Prior to the season participants will attend a captain’s/free agent meeting for your respective team activity to help identify teams in need of additional players or to form a new team with other free agents.

Rec Clubs

Rec Clubs are organized by students and funded by student fees. We encourage participation by providing opportunities for recreation and intercollegiate competition between students of various skill-levels. Rec Clubs strive to embody all the values of Campus Recreation by being community oriented, safe, sustainable, diverse, accessible, and educational.

A current list of Rec Clubs can be found at www.pdx.edu/recreation/rec-clubs. Rec Clubs that have been offered and may be active include:

- Badminton
- Baseball
- Bouldering
- Crew
- Cricket
- Cycling
- Dancers
- Dragon Boat
- Electro Dance
- Fencing
- Feminist Kickball
- Ice Hockey
- Kickboxing
- Lacrosse
- Latina Dance
- Rugby, Women’s
- Running Around Portland
- Sailing
- Soccer, Men’s
- Steps of Rhythm
- Table Tennis
- Tango
- Tennis
- Ultimate
- Water Polo
Outdoor Program

Since 1966, the Outdoor Program has been helping PSU students find great ways to get outdoors.

Our wide variety of programs offer students the chance to enhance their university experience through exposure to new and exciting outdoor activities. The Outdoor Program facilitates trips to climbing crags in and around Portland, as well as whitewater and flat water kayaking trips. Urban hikes as well as remote multi-day backpacking trips expose students to the vast potential that the Northwest has to offer. Stewardship opportunities, such as downriver clean-up, expose students to the importance of respecting and protecting the resources that are so readily at hand.

The Outdoor Program also reaches out to local businesses and organizations. Every year we present the Telluride Mountain Film festival as a fundraiser for Portland Mountain Rescue, an organization that specializes in high-angle rescues on and around Mt. Hood. By partnering with local outdoor businesses, the ODP raises vital resources as well as awareness for this lifesaving organization.

Every term, the Outdoor Program invites students to participate in our Volunteer Program. The Volunteer Program is structured in such a way as to facilitate and inspire leadership, stewardship and safety. Extensive opportunities for skill development and leadership training are provided. Visit the office to learn more about this amazing program.

The Outdoor Program offers rentals through the Equipment Center. The rental program exists to provide university students and the general public with quality outdoor gear at reasonable prices.

Whether you want to sign up for a trip, rent some gear or just need some ideas about what to do this weekend, visit us in the ODP office at the corner of 5th and Harrison.

Inclusive Rec

Campus Rec values providing programs that are accessible to our community. We are proud to provide equipment and programming that creates an inclusive environment and makes every effort to be accessible to all abilities.

Various inclusive opportunities include:

- Wheelchair Sports
- Sit Volleyball
- Goalball
- Adaptive Climbing
- Adaptive Equipment
- Universal Changing Rooms
- Accessible Locker Rooms
- Inclusive Swim
- Inclusive Outdoor Program Trips
Membership Services
The Membership Services desk is where our first interaction with patrons takes place. The general responsibility of the Member Services Assistant is to communicate correct information to inquiring individuals, enforce membership policies and procedures, greet members and guests as they enter and exit the facility, and enforce and educate the members and/or guests on policies and procedures. Member Services Assistants also take on responsibilities in point of sale, access control, administrative duties, and equipment checkout.

Facility Operations
The Student Building Ambassador (SBA) position includes facility management by enforcing all department and facility policies, staff supervision and support, customer service, event support, and incident response. SBA’s are responsible to act as a Campus Recreation paraprofessional staff during hours of operation with an extensive knowledge of the Department and its programming. There is always and SBA on duty while the Rec Center is open.

Business Operations
Business Operations are located in the main office. The staff has a wide array of responsibilities including reviewing and verifying accounts, reconciling individual accounts, preparing departmental deposits, forecasting budgets, travel, human resources, and communicating with department staff and student organizations on accounting needs. The Accounting department is located in the administrative office and, in general, works within the 8am-5pm hours.

The Office Assistant position is a critical component of the Campus Rec Business Operations. This position has a wide array of duties and responsibilities with a main focus on welcoming students/community members and answering questions about programs and services. In addition, Office Assistants help with projects determined by the Administrative Program Assistant. The administrative office operates Monday through Friday from 8am to 5pm during the academic year and 9am to 4pm during summer and breaks.

Marketing
The Marketing department is an important branch of Campus Rec. Marketing is responsible for managing the brand for Campus Rec, its programs, services and events by creating and maintaining all of the marketing collateral, outreach and promotions that are offered through CREC. Sustainability is a fundamental value not only for Marketing, but CREC as a whole. Utilizing less printed materials and more interactive forms of media provides opportunity for changing traditional forms of communication through various channels. The Student Graphic Designers and Social Media and Website staff will work alongside the Marketing and Outreach Coordinator in completing promotional and exhibit materials, collateral and signage, as well as updating all social media channels and managing the website. The Marketing department is located in the administrative office and works within the 8am-5pm hours.
Student Leadership Opportunities

Campus Rec values providing significant learning opportunities through participation and employment. We encourage students to get involved with Campus Rec where we provide a wide variety of leadership and professional development opportunities in a fun, healthy and diverse environment.

General CREC Student Leader Benefits

- Develop as a student leader
- Be a part of a fun, healthy and diverse community
- Develop your professional skills
- Build your resume and network

Leadership Positions:

- Campus Rec – Student Leaders
- Campus Rec Internships
- Outdoor Program Volunteers
- Outdoor Program Trip Leaders
- Rec Club Leaders/Officers
- Rec Clubs Council Officers

Campus Rec Employment

Campus Rec has over 150 student employees in a variety of positions. Student employees receive mentorship by their supervisor; additionally they receive paid trainings that focus on developing skills such as conflict resolution, customer service, diversity, and risk management. The breadth of positions available provide an opportunity to gain experience in specialized areas that can be translated to future academic and professional goals.

Pre-requisites:

1. Maintain and complete minimum enrollment (6 credits for undergraduates, 5 credits for graduates) for three out of four terms in the year
2. Minimum 2.0 grade point average (3.0 for graduate students) and maintain good academic standing throughout employment

For complete details see the employee resources section of the website.
Campus Rec – Student Coordinators

Campus Rec offers student coordinator positions in each of our program and operations areas. In addition to the benefits provided for all student employees, student leaders often have the opportunity to supervise peers and participate in hiring, training and evaluating peers, creating schedules and coordinating special events, projects and/or groups.

For more information:
Check out the employment opportunities section of the Campus Rec website.

Campus Rec Internships

Campus Rec has internships for students interested in gaining experience in areas of recreation such as health promotions, accounting, marketing, adaptive recreation, programming or employment. Students will have the opportunity to apply prior course work and integrate theory with practical learning while receiving mentorship and supervision from a professional staff member.

Eligibility & Availability:

All PSU undergraduate and graduate students are eligible for internships. On occasion non-PSU students are considered for internships. All internships are available on a case by case basis and typically last for one term. Internships taken for academic credit or in conjunction with an academic requirement may require department advisor approval prior to the start of the internship. Campus Rec internships are unpaid and there are a limited number of internships available each term.

For more information:
Check out the internship section of the Campus Rec website.

Outdoor Program Volunteers

The Outdoor Program is built on the passion and initiative of students like you who have a love for the outdoors.

You do not need to have prior outdoor experience to volunteer with the Outdoor Program, but you must love being outside.

Volunteers are selected through an application process. I know what you're thinking - why apply to be a volunteer? Shouldn't you just show up? There are a few reasons.

1. We have a high volume of people who would like to volunteer for the program and only so much capacity to run a volunteer program. Each term we will take around 6-10 people to be volunteers in the program.
2. The volunteer program is somewhat of an outdoor apprenticeship program. You will learn the ins and outs of the Outdoor Program, be trained in the office, help with advertising, and develop personal skills. You will also be expected to choose an outdoor themed project to complete during your 25 hour volunteership.

3. Our volunteers are working towards becoming Volunteer Trip Leaders and eventually paid Assistant Trip Leaders and Trip Leaders. An application allows us to get to know you and your motivations beyond meeting you briefly at an information session.

For more information:
Check out the volunteer page of the Outdoor Program website.

Outdoor Program Trip Leaders
Outdoor Program trip leaders provide leadership, guidance, logistics, and support on the many trips that the Outdoor Program offers. Trip Leaders go through a rigorous training and leadership program open to all students.

Rec Club Leaders/Officers
Students interested in leading a Rec Club should first join one of the 25 clubs for which they have a passion or interest. After gaining experience as a member, students can work with current club leaders to find out how to best serve the club in a leadership capacity. Most club leader/officer positions are chosen at the end of winter quarter or beginning of spring quarter.

Pre-requisites:

1. Maintain and complete minimum enrollment (6 credits for undergraduates, 5 credits for graduates) for three out of four terms in the year
2. Minimum 2.0 grade point average (3.0 for graduate students) and maintain good academic standing throughout the position
3. Be involved in the club and be invested in the future of the club.

For more information:
Visit the Rec Clubs Office in the Academic and Student Rec Center (ASRC) Room 236 or check out the Rec Clubs website.

Rec Clubs Council Officers

The Council is composed of five elected student leaders that serve as the funding body for all of the Rec Clubs, advise on Rec Clubs policies and procedures, and help handle Rec Clubs conduct issues. All Rec Clubs at Portland State University are members of the Rec Clubs Council.

The purpose of the RCC is to support learning in student based organizations and nurture student leadership opportunities. The RCC will represent and promote the Recreation Clubs
as a whole to the greater campus community. The RCC also provides a venue through which students can create new recreation clubs and member clubs may grow their organizations.

Pre-requisites:

1. Be a Rec Club leader for one year in order to run for election to the RCC.
2. Rec Clubs Council officers are elected by the Rec Clubs during spring term elections.
3. Maintain and complete minimum enrollment (6 credits for undergraduates, 5 credits for graduates) for three out of four terms in the year.
4. Minimum 2.5 grade point average (3.0 for graduate students) and maintain good academic standing throughout the position.

For more information:
Visit the Rec Clubs Office in the Academic and Student Rec Center (ASRC) Room 236 or check out the Rec Clubs Council website.

Campus Rec Advisory Board

The purpose of the Board to advise the Department of Campus Rec on the long-term operation of the Student Recreation Center and the programs housed under Campus Rec. Board members will ensure department goals and objectives are aligned with the University’s strategic plan as well as meeting the needs of Portland State students and other users of Campus Rec resources. It is comprised of students, faculty, staff, alumni, or administrators who are Student Rec Center members.

The Advisory Board will review, advise, support and offer recommendations on:

1. Annual budget for submission to and approval by the ASPSU and University President.
2. Program development and expansion.
3. Program assessment.
4. Facility scheduling and operating hours.
5. Program and facility use eligibility.
6. Capital projects and improvements.
7. Major equipment purchases.

Prerequisites:

Any undergraduate or graduate student may apply to be an Advisory Board member if you meet the following requirements: you must complete (receive a passing grade) in six undergraduate credit hours or five graduate credits per term, maintain a PSU cumulative GPA of 2.0 (undergraduate) or 3.0 (graduate) and be in good academic standing with the University. You are allowed one term per every consecutive 12 months in which you may be on the Board but do not need to meet the minimum enrollment requirement (this is not granted retroactively).
NIRSA is the leading resource for professional and student development, education, and research in collegiate recreational sports.

NIRSA historically has had a very strong student voice through participation in committees and leadership for the organization. Students often work side-by-side with professional staff in helping to define the role of recreational sports across the country. Leadership opportunities exist as state or regional reps or as student members of active committees.

Portland State students have received numerous William Wasson Awards for student leadership and excellence as well as recognition for their outstanding marketing.

NIRSA’s job search site, www.bluefishjobs.com is a great resource for student looking for a Graduate Assistantship in the recreation field or who are considering a full-time career.

Headquartered in Corvallis, Oregon, NIRSA now includes nearly 4,000 highly trained professional, student and associate members throughout the United States, Canada and other countries. Serving an estimated 5.5 million students who regularly participate in campus recreational sports programs, NIRSA members are actively engaged in many areas of campus life: student leadership, development, and personnel management; wellness and fitness programs; intramural sports; sport clubs; recreation facility operations; outdoor recreation; informal recreation; and aquatic programs.

**NIRSA Professional Development**
The leading event for collegiate recreational sports professionals, students and vendors is the Annual Conference, in which participants can join their colleagues for four days of education, networking, career-building and the latest in programming, products and services for today’s recreational facilities. NIRSA also offers regional and state conferences and many webinars and additional professional development opportunities.
Campus Rec has a strong tradition of student leadership and high expectations of its student staff. For our department to succeed in serving the PSU Community, members of our staff must assume the leadership role of their position. This role includes meeting the expectations that we have of each other. The department values you as an individual, and for this reason it has created a formal document outlining the basic expectations.

Eligibility: Credit/GPA/Academic Standing Requirements

CREC staff members are prepared to help you succeed and find resources on campus to help you achieve your goals. We want you to be successful so please be proactive and stay in touch with your supervisor if you anticipate any issues.

Not meeting minimum credit enrollment, credit completion, or GPA requirements can immediately disqualify you from employment with Campus Rec. Please be careful and make sure you are enrolled and complete the academic requirements below.

Requirements

As a Campus Rec student employee you must enroll in and complete (receive a passing grade) six undergraduate credit hours or five graduate credits per term, maintain a PSU cumulative GPA of 2.0 (undergraduate) or 3.0 (graduate) and be in good academic standing with the University. You are allowed one term per every consecutive 12 months in which you may work but do not need to meet the minimum enrollment requirement (this is not granted retroactively).

Term Off

If you are taking a term off from school but still want to work for Campus Rec you must declare your term off status by the second Friday of the term, and you must declare that you intend to enroll in the subsequent term, by sending an email to your supervisor and cc’ing Joëlle Kenney (joellek@pdx.edu).

Your first term working for Campus Rec cannot be your term off. You cannot work for Campus Rec after your last academic term.

Credit & Grade Checks

Minimum enrollment credit checks are done the third week of the term. Campus Rec student employees who have not declared their term off in advance and are not registered for at least the minimum number of required credits will be given 24 hours after they are notified to contact their supervisor to set up a meeting; if an employee
does not take corrective action within three business days of the notification they may be taken off the schedule temporarily and potentially have their employment with Campus Rec terminated.

*Credit completion and GPA checks* are done the week after grades are posted at the end of the term. Campus Rec student employees who do not meet the requirements of completing a minimum number of credit hours, maintaining a minimum cumulative PSU GPA, and maintaining good academic standing will be taken off the schedule until they have met with their supervisor. In general, not meeting these requirements mandates that employees be terminated from their position, per Portland State policy, until they successfully meet the minimum requirements.

Students who do not meet the requirements due to special circumstances are eligible to appeal. Appeals are heard by the Director of Campus Rec unless they are direct reports for that position, in which case they are heard by the Dean of Students’ office.

**PostBac**
Postbac students are considered undergrad for purposes of credit load requirements.

**Special Circumstances**
Students with special circumstances such as thesis or dissertation projects must contact their supervisor and cc Joelle at joellek@pdx.edu by the start of term.

1. **Attendance and Punctuality**
   - You are expected to notify the supervisor (or designee) of your work area prior to an absence or late arrival.
   - Staff meetings and trainings are the same as a work shift. You are expected to attend, be on time, and get paid for the length of the event.
   - Using the staff contact information provided to you by the program area, you are to arrange for another employee to cover your shifts in your absence. Send your shift substitutions to your supervisor by email or other approved method (such as WhenToWork).
   - Absenteeism – There are two types of Absentees – Call & No Show and No Call & No Show. You are allowed one (1) “Call & No Show” per term; additional absenteeism may be determined as not fulfilling job duties. Any “No Call & No Show” may result in meeting with your supervisor.
   - Punctuality—Reporting to work late, without authorization or approved reason, more than one time per term is considered excessive tardiness and may lead to a meeting with your supervisor.

2. **Work Hours/Time Clocks**
   - Scheduling – Your supervisor will set the due date for submitting your availability for the coming term or break. If you fail to submit a schedule by the deadline, please realize you may be left off the schedule.
• Time Clock and Electronic Time Sheet – With a few logistical exceptions, you are expected to record your hours worked by clocking in/out for every shift. In addition to this, you need to submit an electronic time sheet, found on BanWeb, no later than the 15th of every month.
• No student employee may work more than 40 hours in one week, or more than 130 hours per pay period. In rare situations, by departmental approval, overtime may be granted for hours over 40 hours per week.

3. Dress Code
• All student employees are expected to wear a Columbia staff shirt and nametag when on duty; this applies even if they are using a Columbia employee jacket.
• Dress casually but appropriately for your job. Your supervisor will explain if your position allows for an exception. Your clothes should not have holes or large permanent stains.
• You should wear footwear appropriate to your job; open toed shoes and high heels are not allowed above the second floor of the Rec Center.
• Because of the proximity to customers and other employees, good personal hygiene is important and the University encourages a fragrance-free workplace – no perfume or cologne.

4. Cell Phone Usage/Email Communication
• Cell phone use is not allowed while you are staffing a customer service area. Phones should be set to vibrate, silent mode or silenced upon an incoming call. You may return personal messages during your break. If a student employee is on-shift and on a cell phone s/he should be talking to a staff person about work.
• All student employees must use their PDX email account for work-related communication.

5. Food/Beverages
• Beyond a quick snack, such as an apple or energy bar, food is not allowed while staffing a customer service area. Beverages are allowed if kept in sealed containers.

6. Non-Campus Rec Business and Work Areas
• While staffing a customer service area, refrain from engaging in personal conversations with friends or co-workers, or in other non-work that distracts from your responsibilities to participants.
• Don’t engage in “courting” or “flirting” behaviors, or acts that may be perceived as such, while at work or wearing your staff shirt. Such behaviors include but are not limited to staring, asking for phone numbers, posturing in order to be noticed or asking for a date.
• While working or during personal time, you shouldn’t wear your staff uniform in any fashion that makes a connection between you and alcohol or drug use.
• Customer Service areas should be kept clean and free of personal items.
7. Breaks and Meals
- Employees must take breaks as per state law
- If you work 2 hours or more, you are expected to take a 10 minute paid break.
- If you work 6 hours or more, you are expected to take a 30 minute unpaid meal break and a 10 minute break.
- Arrangements for breaks must be made with your program coordinator or another appropriate staff member on duty, such as the SBA.

8. Work Performance / Customer Service

Leadership responsibilities are outlined in your position description. You should make every effort to perform those responsibilities to the best of your abilities. You are not expected to, and should not perform, duties for which you have not yet been trained.

- While on duty, you should occupy yourself with Campus Rec and Rec Center activities. Your first priority is to provide prompt and courteous assistance to the Rec Center member. You should not be checking your personal email, Facebook, or surfing non-Campus Rec related internet sites. Computer game playing is prohibited.
- If there is music playing in your service area, the music should be such that people are neither offended nor discouraged from using the facility because of its volume or type. A guide should be that the music is low enough that a conversation can be held at normal vocal levels.
- While in a customer service area, you should not use headphones, ear buds, or blue tooth devices.
- Be polite and professional when dealing with customers and fellow employees. If you feel uncomfortable dealing with an angry or difficult customer, you should contact your supervisor or managing student staff member.

9. Confidentiality of Records

A significant amount of personal information is available to you about our members and your fellow staff members. This information is collected to allow us to provide better service to our members and coordinate efforts with other staff members of Campus Rec. Campus Rec expects all employees to:

- Protect information of Campus Rec members and non-member users. Do not leave information where it may be seen by others. Do not discuss this information with other staff member in public spaces. Do not use the information for personal gain.
- Protect the information that you may possess about fellow staff members. Do not provide scheduling or contact information to anyone who does not already have access to it through approved Campus Rec methods.
Safety Policy

Any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions for Campus Recreation must, at a minimum, possess or obtain American Red Cross **STANDARD FIRST AID** and **CPR/AED FOR THE PROFESSIONAL RESCUER** certifications. American Red Cross online certifications are not accepted. Any new employee is required to obtain this level of certification within four weeks of hire. If the new employee does not have these certifications after four weeks, s/he may be terminated. The employee is responsible for maintaining valid certifications during employment. If any certification expires, the employee is not eligible to work, which may result in the termination of his/her position.

All American Red Cross certifications are valid for two years; however, Campus Recreation requires a skills test every year. Please see the audit policy for skills test requirements.

*PLEASE NOTE- THERE MAY BE ADDITIONAL CERTIFICATIONS REQUIRED FOR SELECT POSITIONS; REFER TO YOUR JOB DESCRIPTION.*

Ending Employment

Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice for any reason except illegal discrimination or exercise of rights protected by constitutional or statutory law such as discrimination-based protected status.

Campus Rec may provide student’s two-week advance notice when their position is ending.

You may resign for any reason at any time. A student employee who is voluntarily leaving his/her position with Campus Rec is encouraged to give at least two weeks advance notice.
Student Employee Appeal Process

Every employee has the right to an appeal process for issues around employment eligibility. Student employees are encouraged to communicate with their direct supervisor should they encounter difficulties on the job or have extenuating circumstances related to their employment eligibility with Campus Rec and Portland State.

Due to the different levels of employment, you can begin the appeal by meeting any professional staff member; they will personally direct you to the appropriate level for appeals. The person that hears your appeal may or may not supervise the person who initiated the disciplinary process.

I HAVE REVIEWED THIS DOCUMENT AND UNDERSTAND ALL POLICIES AND PROCEDURES OUTLINED HEREIN.
Please initial the following:

_____ I agree to maintain minimum enrollment as indicated above. If my credit/GPA/academic standing changes I will notify my supervisor & the Office Coordinator immediately.

_____ I understand that I am employed at-will. Campus Rec professional staff may terminate my employment at any time, with or without cause, and with or without notice except for illegal discrimination or exercise of rights protected by constitutional or statutory law such as discrimination-based protected status.

_____ I have reviewed and will comply with these policies and procedures:
   PSU Sexual Harassment Policy
   PSU Professional Standards of Conduct Policy
   PSU Computer and Network Acceptable Use Policy
   PSU Drug-Free Workplace Policy

_____ I will not aid another person to violate any part of the policies listed above and will immediately report to my supervisor any information I may receive about a violation of policies.

Employee signature: ____________________________ Date: ____________
Employee Printed Name: ____________________________
CREC Professional: ____________________________ Date: ____________
Payroll Guide for Hourly Students and Wage Agreement Employees

Pay Schedule
The hourly pay cycle begins on the 16th of one month and ends on the 15th of the next month. Hours worked during that time period are paid on the last business day of the second month. For example, hours worked from 4/16/12 to 5/15/12 are paid on 5/31/12.

Payroll Deadlines
Electronic time sheets must be submitted by the end of the day on the 15th of each month. Late submissions will result in a delay in receiving your paycheck.

Web Time Entry
1. Log into your account at www.banweb.pdx.edu
   a. “PSU ID” is either your system generated ID number (9xx-xxxxxx)
   b. “PIN” is the password you selected
2. From the Main Menu select “Employee”
3. From the Employee Menu select “Timesheet”
   a. If you have more than one job, then select which timesheet you want to work with
4. Select the time period you wish to view. Click on “Select”
5. Click on “Enter Hours”
   a. Student Employees
   b. If this position is a work-study position, then enter hours only on the work-study line. If this position is a regular position, then enter hours only on the regular line.
6. Save each day before moving on to the next day
7. Click on “Next Day” to enter your time day by day
8. Click on “Timesheet” to get back to the main timesheet view
9. Submission of your timesheet for approval – click on the “SUBMIT” button
   a. In order to be paid on payday you must submit your timesheet by the end of the day on the 15th of each month
   b. If you submit after this deadline, please contact the CREC Administrative Program Assistant to let him/her know about the late submission.
   c. Preview your timesheet prior to submission. Submit your timesheet only once per month before the 15th and NOT each day
   d. If needed, print a copy from this view by clicking on “Previous Menu”.
10. After selecting the “Submit” button a new screen will appear titled “Certification”. Enter your PIN (the same one you used to log in to Banweb). This is your electronic signature.
a. If the “Certification” screen does not appear, then you are not actually submitting your time. Log out, log back in and please try again. The system will flash a message when you have submitted successfully.

11. **Check back in a few days to ensure that your time sheet was approved. If it wasn’t please contact the CREC Administrative Program Assistant immediately.**

**Time Sheet Status Indicators**

**Not Started** – No entry has been done on the time sheet

**In Progress** – Your time sheet has NOT been submitted to the CREC Administrative Program Assistant for approval

**Pending** – Your time sheet HAS been properly submitted and is awaiting approval

**Error** – There is a problem with your time sheet and it cannot be properly submitted or approved

**Returned for Correction** – Your time sheet was properly submitted, but your approver found an error on it. Fix the error and then re-submit your time sheet.

**Approved** – Your time sheet is approved and is awaiting payment action.

**Complete or Override** – Payment action has been taken on the time sheet.

**FAQs**

**Why don’t I have an Employee section when I log into Banweb?**
You have not been set up as an employee on the payroll system yet. Please come to HR and fill out new hire paper work. Bring your social security card and I-9 identification.

**Why can’t I access my time sheet?**
You don’t have a job set-up on the system yet. Please check with the CREC Administrative Program Assistant that an EPAF has been submitted for you. Or there is an issue with the approval set-up in the system. Student Activities will need to contact HR to resolve the issue.

**Why is the pay rate wrong?**
Pay rates for student employees are updated when the time sheet is approved. If it was not corrected at the time it was approved then please contact the CREC Administrative Program Assistant immediately.

**Why can’t I submit my time sheet?**
There is an error on the time sheet such as overlapping hours. Please print a copy and take a closer look to catch the error.

**Reminders:**

- If you file “Exempt” on your W-4, you must renew this status each year by February 15th.
- International employees must renew the CONRA form every year by January 10th.
Enrollment Requirement for Student Employees
Student employees must be enrolled for 6 credits undergraduate or 5 credits graduate for 3 of the 4 terms during the year in order to be eligible for a student position on campus, maintain a 2.0 (UG) or 3.0 (GR) GPA, and be in good academic standing.

Student Employee Work Hour Restrictions
- No more than 40 hours per week AND no more than 130 hours per pay period.
- International employees in the US on an F-1 visa are restricted by federal law to no more than 20 hours per week when school is in session.

Payroll Advances
All employees may have a maximum of two emergency payroll advances per calendar year. To apply, fill out the Payroll Advance Request Form and attach a copy of your time sheet with the CREC Administrative Program Assistant signature. If you turn this in to the Office of Human Resources by 2:00pm your advance will be available at Cashier’s by 4:00pm the same day. The advance will be collected by payroll deduction from your next pay check. You will need to submit your original time sheet in the usual way for payroll processing.

Direct Deposit
You may elect to have your paychecks deposited directly to your bank account(s) on payday. You simply need to fill out the Direct Deposit Authorization Form and attach a voided check for each account. You may also elect to receive your pay stub electronically rather than on paper. If you choose this option you will receive an e-mail confirmation of your direct deposit each month. To opt-in for paperless pay stub log in to PSU Information System (www.banweb.pdx.edu) and go to the Employee Section, Pay Information, and click on Opt-in to Paperless Pay Stub.
Employee Evaluation Form

You are being asked to review ______________ in the position of ___________________.
As part of your responsibility, you are asked to review your employees on their performance working for Campus Recreation. The performance criteria for this position are based on our SPIRIT program - Skills, Passion, Initiative, Reliability, Interaction, and Trainability. Please fill out both sides. Your honesty is appreciated. If you have any questions, please feel free to talk to your direct supervisor about filling out this form.

Skills: Mastery of position responsibilities and Department protocol and procedures

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1 - Doesn’t seem to know the requisite skill for the position.
3 – Understands basic practices and policies. Sometimes forgets minor details. Could use some improvement in knowledge of job.
5 - Knows all procedures and performs work accurately, takes pride in quality/quantity of work performed, does not need to ask for help.

Passion: Enthusiasm for position, department, and wellness

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1 – Shows no or little interest in mission of Campus Recreation.
3 – Understands mission of Campus Recreation, gets involved in some activities.
5 – Embodies mission of Campus Recreation, participates in events, sets standard for being involved in programs and services, supports what we do as an area.

Initiative: Ability to take charge of situations and direct change appropriately

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1 - Doesn’t cooperate with co-workers in getting jobs done, tries to get out of doing the work.
3 - Does things when asked, is responsible for his/her own work.
5 - Self-starter, positive, reacts to difficult situations with spontaneity, takes pride in work.

Reliability: Accountable for work schedule and effectively completing tasks

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1 – Repeated no-show shifts, doesn’t effectively complete tasks.
3 – Late once or twice, overall feel you can count on them.
5 - No missed shifts, consistently on time, shows willingness to sub for others.

Interaction: Works well with others and engages customers

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1 - Does not interact with patrons or co-workers, spends a lot of time on homework, rarely helps when there is a need to interact with customers.
3 - Interacts with patrons on a regular basis, helps customer with problem, gets along with co-workers, demonstrates some interest in well-being of customer.
5 - Friendly and courteous with patrons, greets patrons, deals well with difficult situations, interacts great with customers and co-workers, clearly invested in making this place a great place to be.

Trainability: Willingness to be active in the learning opportunities presented

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1 – Does not make an effort to learn new skills or implement new policies.
3 – Understands new policies, does not always enforce policies, and attends staff meetings.
5 – Implements new policies, acquires helpful new skills, learns new practices, and strives to grow through constructive feedback.

Total Score ________
Qualitative Comments
In the comments include examples on how the employee can improve in areas as well as specific strengths he/she demonstrates.

Skills
Comments: ____________________________________________
________________________________________
________________________________________
________________________________________

Passion
Comments: ____________________________________________
________________________________________
________________________________________
________________________________________

Initiative
Comments: ____________________________________________
________________________________________
________________________________________
________________________________________

Reliability
Comments: ____________________________________________
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Interaction
Comments: ____________________________________________
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Trainability
Comments: ____________________________________________
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Evaluator's Signature ________________________________ Date ____________
Employee's Signature ________________________________ Date ____________

Will this employee be receiving a wage increase? __________
Date the increase is effective? ____________________________
(hourly rates are adjusted on the 16th of each month)

Please sign and return it to the CREC Admin Program Assistant.
Hourly Student Wage Scale

Campus Recreation uses a student employment classification system developed by Portland State University to organize its student employment opportunities. Within each level there is opportunity for different levels of pay which are based on merit and length of employment. These steps were developed by Campus Recreation (CREC) to provide structure and fairness throughout the department.

Levels

Student Employee Level 1
- Performs specialized work of a vocational nature.
- Requires knowledge and application of specific work procedures in the conduct of work.
- Also requires some developed skills such as operation of office equipment, reconciliation, using software, small equipment or machinery operations, and/or interaction with the public.

CREC Wage Scale: $8.80 to $11.05

CREC Positions and Pay Rates:
- Office Assistant: $8.80 – $10.35
- Fitness Staff: $8.80 – $11.05
- Score Keeper: $8.85 - $10.55
- Accounting Assistant I: $8.80 – $10.95

Student Employee Level 2
- Performs technical/para-professional work requiring a combination of basic scientific or technical knowledge and manual skills.
- Work is usually guided by applicable work principals and standardized techniques.
- May work with little supervision or in a remote site.

CREC Wage Scale: $9.35 to $13.05

CREC Positions and Pay Rates:
- Referee: $9.60 – $13.05
- Climbing Instructor: $9.60 – $11.85
- Equipment Specialist: $9.60 – $11.85
- Rec Sports Supervisor: $9.60 – $11.85
- Member Services Assistant: $9.60 - $11.85
- Graphic Designer: $9.60 - $11.85
- Web Designer: $9.60 - $11.85
• Accounting Assistant II: $9.60 - $11.85
• Inclusive Rec Supervisor: $9.60 – $11.85

Student Employee Level 3
• Performs professional level work requiring training of a professional nature.
• Work is analytical, technical, and/or highly skilled and requires a certification or takes on the responsibilities of a professional staff member in their absence.

CREC Wage Scale: $9.60 to $13.05

CREC Positions and Pay Rates:
• Lifeguard: $9.85 – $13.05
• Head Lifeguard: $10.50 – $13.05
• Student Building Ambassador: $9.85 – $11.05
• Kayak Session Monitor: $11.85 - $13.05

Student Employee Level 4
• Performs professional level work requiring training of a professional nature.
• Requires national level of certification.
• Works with little to no supervision.
• Position requires an extensive amount of preparation outside of scheduled hours.

CREC Wage Scale: $12.60 to $17.10

CREC Positions and Pay Rates:
• Fitness Instructor: $12.60 – $17.10
• Personal Trainer: $12.60-$17.10
• Safety Instructor $12.60-$17.10
• Aquatics Instructor: $12.60 - $17.10

Student Employee Level 5
• Performs para-professional level work
• In the absence of professional staff, will provide leadership to the program or service area
• Must complete an annual assessment to articulate what they’ve learned in the position
• Must perform at least 2 of the 3 duties listed below throughout the year:
  o Supervise student staff to include hiring, training and evaluation
  o Coordinate the efforts of multiple groups or individuals
  o Coordinate special events and/or projects

CREC Wage Scale: $10.60 - $12.60
CREC Positions and Pay Rates:
- Aquatics Student Coordinator
- Business Operations Student Coordinator
- Fitness Center Student Coordinator
- Group X Student Coordinator
- IM Officials Student Coordinator
- Inclusive Rec Student Coordinator
- Marketing Student Coordinator
- Member Services Student Coordinator
- Member Services Student Software Coordinator
- Web & Social Media Student Coordinator
- ODP Equipment Center Student Coordinator
- ODP Outreach & Volunteer Student Coordinator
- ODP Climbing Center Student Coordinator
- Office Assistant Student Coordinator
- Rec Clubs Peer Adviser
- Safety Student Coordinator

**Step System for Merit Increases**

**Step I – New Employee**

If the employee is not starting at the base rate the supervisor must submit documentation explaining qualifications, such as extensive previous experience, trainings or certifications that justify the starting rate. Employees who show exceptional performance are eligible for up to a $.20 raise. This is a one-time increase. Typically no more than 20% of your staff is eligible for this raise.

**Step II – Eligibility for raise**

*Minimum twelve months of employment with CREC in the same position*

An employee who demonstrates full competence of day-to-day operations, serves as a role model for new or current staff and receives a favorable evaluation is eligible for up to a $.25 raise after 12 months of CREC employment.

Every twelve months an employee will be eligible to receive up to a $.25 merit increase.

**Student employees who are eligible to receive minimum wage increases will receive the adjustment on January 1st each year. An hourly student employee cannot exceed the high end of the wage scale in each level even if he/she is eligible for a raise.**
Emails and Listservs

All employees must use their PDX email account for work-related communication.

**campusrec_allstaff@lists.pdx.edu**
This list is intended for the following people:

- Hourly wage agreements (Not Including Rec Club coaches)
- All hourly student employees
- All student coordinators
- Pro-staff

**campusrec_prostaff@lists.pdx.edu**
This list is intended for the following people:

- Pro-staff
- Graduate Assistants

**campusrec_sba@lists.pdx.edu**
This list is intended for the following people:

- Student Building Ambassadors
- Professional Staff
- Some Student Coordinators

**campusrec_staff@lists.pdx.edu**
This list is intended for the following people:

- Student Coordinators
- Graduate Assistants
- Pro-staff
- Office Assistants

* Program areas manage their own list serves related to their program.*
ALCOHOL AND OTHER DRUGS POLICY AND PROCEDURES

Approved June 1997

Retrieved from the Department of Human Resources Website

General Policy Statement

As part of its educational mission, the University is committed to providing an environment, which promotes academic, social, and personal development and recognizes that faculty and staff all contribute to learning. The University holds the belief that the illegal use and abuse of alcohol, and the use of illegal drugs, poses a direct threat to its learning environment.

For students and employees over the age of 21, alcohol is a legal drug. While any moral implication of drinking are matters of personal choice, not policy, the University is committed to the promotion of an environment in which alcohol abuse is discouraged, the responsible use of alcohol is permitted, and the choice to drink is socially acceptable. This commitment will be the guiding factor in determining whether, and under what conditions, alcoholic beverages will be served at University-sponsored events. The University recognizes that the irresponsible use of alcohol places the individual and the community at a greater risk for injury, health problems, and other damage. Alcohol use is not an excuse for infringing on the rights of others or damaging University property. The University will pursue sanctions for alcohol-related misconduct, which may include requirements for seeking appropriate assistance for alcohol-related abuse.

The University is dedicated to the provision of a wide range of substance abuse education, prevention, and intervention activities. Our first intent is to support the members of the University community in achieving their goals, unimpaired by drugs or alcohol. The University is committed to prevention for those at risk as well as treatment for those who are experiencing substance abuse problems. Yet the University is also committed to providing a safe and enriching environment for all staff, faculty, administrators and students, and will take necessary measures to maintain that environment. Any student or employee found to be using, manufacturing or distributing illegal drugs may be subject to administrative discipline and criminal proceedings. All members of the Portland State University community share the responsibility for maintaining the health and welfare of the community and are personally responsible for adhering to the guidelines and provisions of this policy.

Guidelines and Provisions

A. Use and Sale of Alcohol
Alcohol use by individuals under 21 is illegal, and this law will be enforced. Alcohol use on University-owned property and grounds is prohibited without the approval from the Vice Provost and Dean for Enrollment and Student Services (or designee), and the Vice President for Finance and Administration (or designee) for student events and the Vice President for Finance and Administration for all other events.

Guidelines for obtaining this approval and other provisions for serving alcoholic beverages are outlined on the "Request for Approval to Serve Alcoholic Beverages." All requests should be completed 15 days prior to the event for full consideration. A copy of the request approval must be posted at the event. It is strongly encouraged that promotional materials of events where alcohol will be available include notification that alcohol and non-alcohol alternatives will be served. This permits participants to take appropriate precautions, for example, not bringing children to the event, or not attending the event if they are in recovery and feel this may threaten their ability to maintain sobriety.

It is the express policy of Portland State University to prohibit alcoholic consumption by employees, officers, or volunteers during normal working hours (or when performing normal job duties). Any exceptions to this provision will/must be approved in advance by the Vice President for Finance and Administration (or designee). Any behavioral problems resulting from the use of drugs/alcohol during normal working hours will be addressed as part of the disciplinary process.

All dispensing of alcoholic beverages at University-sponsored events held on or off-campus or community-sponsored events held on University property shall conform to provisions of applicable State, County, City, and University rules, directives and policies. This includes conforming to ALL licensing requirements directed by OLCC and coordinating with the OLCC license holder. Anyone providing his or her own alcoholic beverages is also subject to all policies and directives.

Events promoted in terms that suggest the primary focus of the event is to consume alcoholic beverages (e.g., "kegger") or encourage over-consumption ("all you can drink," "happy hours," "free drinks") are not consistent with the University's philosophy and are prohibited.

Whenever alcoholic beverages are served at University events, a variety of non-alcoholic beverages are to be offered and featured as prominently as the alcoholic beverages. For example, the non-alcoholic beverages will be sufficient and accessible, and presented as attractively as the alcoholic beverages, easily visible, and when possible, at a separate location. At such events, food must be available in quantities reflecting the number of persons to be served. If food or non-alcoholic beverages are no longer available, serving of alcohol will cease.
Container sizes/servings will not exceed: one-ounce hard liquor, twelve-ounce beers, and six-ounce wine servings. Alcoholic beverage service will cease 30 minutes prior to the scheduled event's completion time.

Events at which food is sold may not offer alcoholic beverages at no charge.

B. Advertisement of Alcohol and Tobacco

Alcohol and tobacco companies may not promote their products through the sponsorship of University events (social, intramural, athletic or other). This includes logos, endorsements visual displays or other recognizable advertisement. Alcohol and tobacco advertising at athletics events conducted on University property is prohibited, as is the sale of alcohol at athletic events on University property. Authorized events cannot be promoted by emphasizing the availability of alcohol, but promotional materials should include notification that alcohol will be served in accordance with the law (e.g. alcohol will be available in a contained area to individuals at least 21 years of age). The use of illicit drugs by students and employees is strictly prohibited.

C. Sanctions

All alcohol related violations by students on campus (including university facilities operated by College Housing Northwest) and at University sponsored events off campus may be handled by the procedures outlined in the Student Conduct Code. If an employee's use of alcohol results in impairment of his or her ability to perform his or her duties as assigned, he or she may be sanctioned according to the appropriate disciplinary procedures. Violations of state and federal laws may be referred to the appropriate authorities.

The use and sale of illicit drugs by students and employees is strictly prohibited in accordance with federal and state regulations and laws. Any student or employee found to be using, possessing, manufacturing, or distributing controlled substances in violation of the law on University property or at University events may be subject to both administrative disciplinary actions and criminal proceedings. All drug related violations by students on campus (including University facilities managed or owned by College Housing Northwest) and at University sponsored events off campus may be handled under procedures outlined in the Student Conduct Code. The University will take appropriate personnel actions for infractions by employees, up to and including termination. Violations of state and federal laws may be referred to the appropriate authorities.

D. Education and Prevention
The University is committed to the provision of substance abuse education and prevention activities. In compliance with the Drug Free Schools Act Amendment of 1989, the University annually publishes and distributes to faculty and staff "An Information Guide to Alcohol and Other Drug Problems." Students are notified by the publishing of the same document in the Fall Quarter Schedule of Classes.

Counseling and Psychological Services and the Student Health Service provide students with a variety of information and services from pamphlets and presentations to assessment, consultation and referral for treatment. These services are available on a strictly confidential basis. Additional resources are listed in "Informed Choices," a brochure available in Counseling and Psychological Services. Eligible employees (.5 or greater FTE) and their dependents are eligible for the Employee Assistance Program (EAP). Information about the EAP is available from the Office of Human Resources. Services are provided away from work. The EAP counselor can provide confidential information, assessment, consultation and referral.

E. Waiver
The President retains the sole prerogative for waiving any or all provisions of this directive.

Note: The following policies, administrative rules, and statues are applicable to the use or prohibition of alcoholic beverages at/in/on/University facilities. These written policies are available on this web-site and in the Office of Student Affairs, the Office of the Vice President for Finance and Administration, and the Auxiliary Services office.

PSU IMD General Policy Statement on Alcohol
PSU Schedule of Classes
Policy of Respective Living Groups
Student Conduct Code (OAR 577-31-125-130-135)
Housing Northwest, Inc. Policies
Auxiliary Services

Drug Free Workplace Policy
Retrieved from the Department of Human Resources Website

Federal regulation makes it essential for Portland State University to clearly articulate a policy concerning drugs in the work place. That which follows is a statement of the institution's current policy.

Standard of Conduct
Portland State University is committed to maintain a drug free work place. The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs by University employees in the work place is prohibited. Any employee convicted of violating a criminal drug statute in the work place must notify his or her supervisor no later than five days after such conviction. The supervisor will immediately notify the Provost, in writing, of this reported conviction. The possession or use of alcohol in the work place is likewise prohibited except for its (moderate) use at University sanctioned events where the serving of alcohol has been approved. Impairment in the work place due to the use of alcohol is prohibited. This policy applies to all University employees, including employed students.

Sanctions for Violation

(Employees and Students)
In addition to any penalties under federal and state law, employees found to be in violation of this policy may be subject to disciplinary sanctions consistent with applicable provisions of state laws and regulations, Oregon State Board of Higher Education administrative rules, applicable collective bargaining agreements, and applicable University administrative rules and directives. If imposed, sanctions will include appropriate personnel action (up to and including termination), and may require satisfactory employee participation in an approved drug abuse assistance or rehabilitation program.

The University supports programs for the prevention of controlled substance abuse by University employees and students, as well as assistance programs for those with problems related to controlled substance abuse. The University provides an Employee Assistance Program for eligible faculty and staff with controlled substance dependency problems. This service provides no-cost evaluation, consultation, and referral on a confidential basis. The University also provides assistance for eligible students with dependency problems through Student Health Services; this assistance is also at no cost and remains confidential. The health benefits packages available to all eligible University employees provide at least partial reimbursement of expenses related to treatment and rehabilitation services associated with substance abuse problems.

Prohibited Discrimination & Harassment Policy

Retrieved from the Department of Human Resources Website
**Policy Statement**
Portland State University’s faculty, staff, and students are responsible for maintaining an environment for work and study free from prohibited discrimination and harassment.

**Reason for Policy/Purpose**
Portland State University is committed to providing all students, faculty and staff an equal opportunity in education and employment and an environment free from discrimination and harassment.

**Applicability**
This policy applies to all students (including undergraduate and graduate), faculty, staff, applicants for employment or admission, volunteers and members of the PSU community, including but not limited to contractors and vendors.

**Definitions**
- **Discrimination**: Discrimination means unreasonably treating an individual or group of individuals differently based on “Protected Class” which includes age, disability, national origin, race, marital status, veteran status, religion, sex, sexual orientation, gender identity and expression, genetic information, or any other basis protected by federal, state or local law, or in the use of Workers’ Compensation, the federal Family and Medical Leave Act (“FMLA”) or the Oregon Family Leave Act (“OFLA”) and any other category covered by law.
- **Discriminatory Harassment**: Discriminatory Harassment means verbal or physical conduct by a student, faculty or staff based on a Protected Class or Protected Classes that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student, faculty, staff, volunteer or PSU community member’s ability to participate in or benefit from the university’s educational and/or employment opportunities, programs or activities. Discriminatory Harassment includes Sexual Harassment.
- **Sexual Harassment**: Sexual Harassment refers to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic experience; or
  - Submission to or rejection of such conduct is used as a basis for employment, salary, or other benefit changes affecting an employee
or academic decisions affecting a student; or
  o Such conduct unreasonably interferes with an individual’s work or
    academic performance or creates an intimidating, hostile, or offensive
    working environment.
  o Examples of inappropriate behavior include: sexual or derogatory
    comments; grabbing or touching parts of the body; and sending
    letters, notes, cartoons, emails or audio messages of a sexually
    suggestive nature. Sexual harassment does not refer to occasional
    compliments of a socially acceptable nature.

• **Retaliation:** Retaliation means any adverse treatment (beyond a petty
  slight or trivial annoyance) that is based on a retaliatory motive and is
  reasonably likely to deter protected activity (e.g., filing a discrimination or
  discriminatory harassment complaint or participating in an investigation,
  conduct hearing or an attempt at resolution, etc.).

**Policy/Procedures**

• **Policy.** Discrimination or harassment based on a Protected Class or
  Protected Classes is strictly prohibited by PSU.

• **Reporting Prohibited Discrimination or Harassment.** Portland State
  University encourages anyone who believes that he or she has experienced
  or witnessed discrimination or discriminatory harassment to come forward
  promptly. While discrimination or discriminatory harassment may
  sometimes be resolved by addressing the issue with the individual(s)
  involved, when such a course of action is not possible or appropriate,
  concerns or issues should be brought to the attention of:
    o A supervisor or department head most directly concerned, excluding
      the person accused of the prohibited discrimination or discriminatory
      harassment;
    o Any academic or administrative official of Portland State University
      including but not limited to, the President, Vice President, University
      Counsel, the Provost, Vice Provost, Dean, Chair or a Director;
    o The Office of Equity & Compliance;
    o The Office of the Dean of Student Life;
    o PSU’s Title IX Coordinator; or
    o Campus Public Safety.3

• **Required Reporting to the Office of Equity & Compliance or the Office of
  the Dean of Student Life:** Any supervisor, manager, faculty member, or
  other University Official (which includes, but is not limited to, all
  individuals with oversight responsibility for students or employees and all
  other employees with the title of Director or higher) who becomes aware
  of an incident that may constitute discrimination or discriminatory
  harassment is required to promptly notify the Office of Equity &
  Compliance or the Office of the Dean of Student Life. Any person unsure
whether he or she is required to report is encourage to contact Portland State University’s Office of General Counsel.

- **Initiating a Complaint.**
  - **Complaints Against Students.** The Office of the Dean of Student Life administers the University’s Student Code of Conduct, which describes and provides a process for addressing inappropriate student behavior. Complaints regarding a student’s conduct may be reported to the Office of the Dean of Student Life by completing and submitting a Student Conduct Complaint Form.
  - **Complaints Against Faculty/Staff and Others.** The Office of Equity & Compliance conducts prompt and thorough investigations involving allegations of prohibited discrimination and harassment. Complaints against a faculty, staff, volunteer or PSU community member may be reported to the Office of Equity & Compliance by completing and submitting an online complaint form.

- **Privacy and Confidentiality.** To the extent possible, Portland State University will protect the privacy and confidentiality of all parties in connection with reports of discrimination and discriminatory harassment. It may become necessary, however, to disclose information during the course of an investigation or attempt at resolution on a need-to-know basis.

- **Investigation of the Complaint.** The Office of Dean of Student Life and the Office of Equity & Compliance conduct prompt, thorough and neutral investigations of any complaint of discrimination and/or discriminatory harassment. The extent and nature of the investigation will take into account any request by the individual bringing forward the complaint for confidentiality. The individual who files the complaint alleging discrimination and/or discriminatory harassment is known as the Complainant. The investigation may involve meeting with the parties and other appropriate university officials; allowing the person whose actions are the subject of the complaint, known as the Respondent, an opportunity to respond to the allegations; interviewing relevant witnesses, and reviewing relevant documentation. A determination will then be made if a violation of this policy has occurred based on preponderance of the evidence standard. Both the Complainant and the Respondent will be notified of the results of the investigation in writing. The investigation and notification of the outcome will be completed within 60 days from the receipt of the complaint, absent extenuating circumstances.

- **Corrective Action.** Where prohibited discrimination or discriminatory harassment is found, steps will be taken to ensure that the discrimination or discriminatory harassment stops immediately and to reasonably prevent its reoccurrence. Corrective actions may be determined for students by the Student Code of Conduct and for employees and staff by their respective supervisor. Appropriate corrective measures will be
implemented and may range from training, counseling, verbal or written reprimands, suspensions, or other action, up to and including dismissal/termination of the relationship with Portland State University, in accordance with established Portland State University policies and procedures, collective bargaining agreements, and the Student Code of Conduct.

- **Non-Retaliation.** No person shall retaliate against an individual for reporting discrimination or harassment, filing a complaint, participating in an investigation, participating in resolution of a complaint or any other activity protected under this policy, regardless of the outcome of the concern or complaint. Any act of retaliation or reprisal violates this policy and will be treated as a separate matter. Anyone found to have retaliated against someone making use of this policy will be subject to corrective actions, up to and including severance of any relationship with Portland State University.

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**Professional Standards of Conduct Policy**

Retrieved from the Department of Human Resources Website

**Purpose**

The purpose of this policy is to establish and clarify guidelines for the professional workplace conduct of faculty, staff, administrators, and students; and to provide direction to available resources.

**Definitions**

Definitions and descriptions of harassment contained in this policy are in addition to and do not supercede those found in Portland State University's equal opportunity policies, non-discrimination policy, sexual harassment policy, policies concerning people with disabilities, policies concerning veterans, or any other policy prohibiting harassment because of an individual's membership in any protected class or grouping of people.

- The harassing behavior may be physical, verbal, or nonverbal; and can be between individuals, or be a group targeting an individual, or be an individual targeting a group, and it can be between all types of employees.
- Harassment, includes, but is not limited to: (a) verbal or physical conduct by an individual based on an individual's age, disability, national origin, race, color, marital status, religion, sex, veteran status, or sexual orientation that substantially interferes with or prevents a person from conducting his or her customary or usual affairs, puts that person in fear of his or her safety, or causes the person to suffer actual physical injury; (b)
conduct less than a physical attack or interference with a person that is unsolicited and unwelcome, such as a verbal threatening action, which is intended to subject another person to offensive physical contact, physical injury, property damage, or cause physical impact, such as making verbal threatening phone calls, sending or posting (electronically or otherwise) threatening letters, or the vandalism or misappropriation of a person's property, or other such action(s) that unreasonably interfere(s) with normal function of, or participation in, a job, course of study, program or activity.

- Threatening or violent behavior: (a) an act or conduct which subjects a person to bodily danger or physical harm or to the likelihood of bodily danger and physical harm; or (b) to require, authorize, or permit that a person be subjected to such conduct or act.

Policy

It is the goal of Portland State University to maintain a safe, respectful, and productive environment for faculty, students, administrators, and staff. In light of this, harassment and threatening or violent behavior is prohibited. In addition, all persons should be acknowledged for their contributions to the University. In light of this, every effort will be made to create an institutional climate that values and supports the healthy and productive exchange of ideas, beliefs, and practices in a manner that treats everyone with respect, courtesy, and appreciation and where a diverse population can live and work in an atmosphere of tolerance and respect for the rights and dignity of each individual. All employees and students should expect to be treated professionally, respectfully, and with dignity.

It is the responsibility of every member of the Portland State University community to conduct him or herself in accordance with this policy. Each department head, manager, supervisor, employee, faculty member, and student is responsible for creating and maintaining an atmosphere free from harassment, violence, and retaliation.

This policy is not intended to impose unnecessary rigidities on individual styles or on workplace or educational relationships and social interactions. Rather, it recognizes that people with different backgrounds, interests, and friendship groups must get along with each other. Legitimate disagreements and conflicts should be openly discussed in a respectful and productive manner in order to make this institution successful.

Persons who experience harassment and threatening or violent behavior as described in this policy are encouraged to bring the matter to the attention of their chair, department head, supervisor, a union representative, or member of the interpersonal violence network who can then bring it to the attention of the human resources department, student affairs office, ombuds office, affirmative
action office, office of academic affairs or the president's office. Persons who experience such conduct may bring their concerns directly to the human resources department, student affairs office, ombuds office, affirmative action office, office of academic affairs or the president's office. Upon receiving a complaint alleging a violation of this policy, the appropriate office will conduct a timely, fair and impartial investigation of the complaint. During the course of this investigation, the appropriate office will attempt to resolve the matter to the satisfaction of all the parties to the complaint. If the complaint cannot be resolved and a violation of this policy is established, the appropriate office will initiate the appropriate disciplinary processes. Failure to comply with this policy will result in disciplinary action(s) up to and including dissolution of any relationship with Portland State University.

Retaliation

Retaliation of any kind taken against anyone as a result of that person's using, or attempting to uphold, this policy, and any subsequent procedures, or participating in any manner in any actions taken under this policy is prohibited and shall be regarded as a separate and distinct grievable matter. Anyone found to have retaliated against someone is subject to appropriate disciplinary or corrective action up to and including, but not limited to, dissolution of any relationship s/he may have with Portland State University.

Review

The University's Professional Standards Committee will review this policy after it has been in use for one year. The purpose of the review will be to make any changes necessary to improve its accessibility, coverage, efficiency, and high standards of fairness. The Professional Standards Committee includes one representative from each of the following areas: ombuds office, affirmative action office, academic affairs office, human resources department, American Association of University Professors (PSU chapter), American Federation of Teachers (local #3571), Oregon Public Employees Union (local #089).

Computer and Network Acceptable Use Policy
Retrieved from the Department of Human Resources Website

This acceptable use policy governs the use of computers and networks at Portland State University (PSU). As a user of these resources, you are responsible for reading and understanding this document. If you have any questions, please contact the User Support Services Helpdesk at 503-725-4357.

Portland State University encourages the use and application of information technologies to support the research, instruction, and public service mission of
the institution. PSU computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

Acceptable Use Terms and Conditions:

- The primary purpose of electronic systems and communications resources is for University-related activities only.
- Users do not own accounts on University computers, but are granted the privilege of exclusive use. Users may not share their accounts with others, and must keep account passwords confidential.
- Each account granted on a University system is the responsibility of the individual who applies for the account. Groups seeking accounts must select an individual with responsibility for accounts that represent groups.
- The University cannot guarantee that messages or files are private or secure. The University may monitor and record usage to enforce its policies and may use information gained in this way in disciplinary and criminal proceedings.
- Users must adhere strictly to licensing agreements and copyright laws that govern all material accessed or stored using PSU computers and networks.
- When accessing remote systems from PSU systems, users are responsible for obeying the policies set forth herein as well as the policies of other organizations.
- Misuse of University computing, networking, or information resources may result in the immediate loss of computing and/or network access.
- Any violation of this policy or local, state, or federal laws may be referred to appropriate University offices and/or, as appropriate, law enforcement authorities.

Conduct which violates this policy includes, but is not limited to the following.

- Unauthorized attempts to view and/or use another person’s accounts, computer files, programs, or data.
- Using PSU computers, accounts, and/or networks to gain unauthorized access to University systems or other systems.
- Using PSU computers, accounts, and/or networks for: threat of imminent physical harm, sexual or other harassment, stalking, forgery, fraud, generally offensive conduct, or any criminal activity.
- Attempting to degrade performance of University computers and/or networks.
• Attempting to deprive other users of University technology resources or access to systems/networks.
• Using University resources for commercial activity such as creating products or services for sale.
• Copying, storing, sharing, installing or distributing software, movies, music, and other materials currently protected by copyright, except as permitted by licensing agreements or fair use laws.
• Unauthorized mass e-mailings to newsgroups, mailing lists, or individuals, i.e. “spamming” or propagating electronic chain letters.
• Unauthorized “broadcasting” of unsolicited mail, material, or information using University computers/networks.

Emergency Employee Handbook

This manual is intended to assist Campus Rec (CREC) employees in understanding what to expect and how to coordinate the initial response in the event of an emergency and until further assistance arrives. All employees should read these procedures and become familiar with them. The full handbook is available under the employee resources tab on the CREC website, or by following this link:

Alex Accetta - Director of Campus Rec

Alex directs the six programs in Campus Rec that are funded by student fees.

Alex grew up in Durango, Colorado. Before coming to Portland State he worked at Willamette University, Fort Lewis College and Marist University. Alex has been married for twelve years to his wife Hanisi, and has two children, Kendall and Sebastian. Alex was a competitive runner but has a new favorite sport - cyclocross. Alex loves the city of Portland and the wonderful outside activities that the Northwest offers. Alex received a Bachelor of Arts in Political Science with a secondary degree in Psychology, and then a Master of Arts in Education Administration and Policy Analysis, both from Stanford University.

Todd Bauch - Associate Director of Operations and Student Development

When Todd moved to Portland, he spent the first four years as a professional kayaker and outdoor retail store manager. In 2002, he was hired as PSU's first Outdoor Program Coordinator and was able to capitalize on fifteen years of working in the outdoor industry, as well as recreation experience from four other university outdoor programs. Todd coordinated the award-winning Outdoor Program for five years before being promoted to Associate Director of Operations and Student Development. In this position, he sees his role as creating a facility that is inviting, accessible, safe, and functional. He has found this to be a rewarding challenge.

Todd has a bachelor's degree in Commercial Recreation from Illinois State University, where he also worked as a Student Manager in the Outdoor Program. His Master of Education degree in Recreation Resource Administration is from Southern Illinois University. He lives in Northeast Portland with his wife Laura and their dog Tilly. Although he has essentially swapped his kayak for a bike, raft, and telemark skis, he enjoys any outdoor activity that takes him (and the family) on a new and exciting adventure.

Jenny Welnick - Associate Director of Programs & Student Development

Jenny has been with Campus Rec as a professional staff member since July of 2005, first as the Adviser/Coordinator for Rec Clubs and now as the Associate Director of Programs. Her favorite part of working at PSU is her daily interaction with her co-workers and the Campus Rec student leaders. In her free time, Jenny enjoys traveling, being outdoors, and spending time with her family and friends. She is also very passionate about her home state of Wisconsin. Jenny lives in North Portland with her husband Evan, their brand-new baby boy Owen, and their dog Bacon.
Atsu Nagayama – Business Manager and Financial Analyst

Atsu started working for Campus Rec in July 2008. As the Business Manager & Financial Analyst, she enjoys having the opportunity to work with students and a supportive team of coworkers. After living in New York, Chicago, and Tokyo, she is enjoying the great expanse of the West. She has started a long-delayed outdoor pursuit in hiking, camping, and rock climbing, while keeping up with her lifetime passion of yoga.

Joëlle Kenney – Administrative Program Assistant

Joëlle started working as part of Campus Rec’s professional staff in September 2007. As the Administrative Program Assistant, Joëlle enjoys having the opportunity to work with dedicated student leaders and her fabulous team of staff. She loves participating in the Inclusive Rec activities at the Rec Center and playing with Vail (Campus Rec’s mascot) when he’s not on duty. In her free time, Joëlle enjoys knitting, backpacking, and spending time with her “four-legged furry child” named William B. Bear.

Clara Fisher Johnson – Marketing and Outreach Coordinator

Clara was born in Prague, Czech Republic and grew up in Reno, Nevada after spending her first five years in Skikda, Algeria. Before Campus Rec, Clara worked at a paper security and converting company in Minneapolis, MN as their Marketing and Communications Manager. Prior to that she worked in the Marketing and Public Affairs office for the Reno-Tahoe International Airport and helped implement the communication plan of a $60 million dollar reconstruction project in addition to supporting the RTIA brand. Clara has been with CREC since August of 2010. Her favorite part of the job is being surrounded by passionate colleagues who prioritize the health and wellness of the PSU campus community. She also feels lucky to work in a place that celebrates a healthy lifestyle, in a facility that accommodates a diverse population, in a variety of recreation opportunities. In her free time, Clara enjoys hiking, biking, camping, volunteering, gardening, designing and making art.
Jeff Stein - Trades Person

Jeff grew up in the little town of Pataskala, Ohio, located thirty miles east of Columbus. Before coming to PSU in July of 2010, he worked as the Facilities Coordinator for Oregon Athletic Clubs. Besides the day-to-day surprises and challenges of his job, Jeff particularly enjoys working as a team to bring the Campus Rec vision into a reality. Outside of work Jeff takes pleasure in exploring new places, fishing, hunting, and boating: power boat, kayak, or canoe. Most of all, Jeff enjoys hanging out with his wife Erin and their two hound dogs, Bella and Stella.

Tyler Baker - Facility Coordinator

Tyler first started working in recreation as an Intramural Sports Official/Site Supervisor while he studied at Central Washington University. He then worked in facilities at Washington State University for two years, before moving to Portland in 2009 to work at PSU. Tyler is extremely happy to be back in the Portland area since his family is just a short drive away in Longview, Washington. As a former member of the Central Washington University basketball team, college athletics are something that Tyler keeps a close eye on. In his free time, he continues to follow the schools where he’s been (CWU, WSU, and PSU) and also enjoys traveling, golfing, river rafting, and kayaking.

Ashley Campbell - Member Services Coordinator

Ashley was born and raised in Salem, Oregon. She moved to California to attend college at Santa Clara University on a tennis scholarship. After graduating, Ashley lived in San Francisco and then London, but eventually moved back to Oregon. Before joining Campus Rec, she worked for the YMCA for three years and a staffing firm for two. She now resides in Portland and is pursuing her master’s degree at PSU. She is very happy to be a part of the Campus Rec team as the Member Services Coordinator. Outside of work, you can catch her attending local art festivals and concerts, playing in competitive sports leagues, or watching Seinfeld episodes over and over again.
Erin Bransford - Fitness Coordinator

Erin grew up in Napa, California and has a bachelor’s degree in Biology from U.C. Santa Barbara and a master’s degree in Kinesiology from Sonoma State University. She is also a certified personal trainer and group fitness instructor. Erin moved to Portland when she was hired as the Fitness & Health Promotions Coordinator at PSU. Since moving here, she has really embraced the Portland lifestyle and enjoys the challenge of biking to work from Lake Oswego when the weather isn’t too rainy. In her spare time Erin trains and competes in triathlons. She completed her first Ironman in Arizona in 2010 and is training for her second in Canada in 2012. She also loves teaching group fitness classes (especially indoor cycling), watching Survivor, and rooting for the Oakland A’s and San Francisco 49ers.

Jessie Belter - Aquatics and Safety Coordinator

As the Aquatics & Safety Coordinator at Campus Rec, Jessie organizes the Aquatics programming and provides the overall Safety training for Campus Rec staff and Rec Center members. She has a master’s degree in Recreation from Clemson University and is a certified Instructor and Instructor Trainer in a variety of aquatic and safety programs. Growing up in the great state of Wisconsin, Jessie was a competitive runner in high school and college. She has recently started her own photography business, which keeps her pretty busy outside of work. In her free time, she enjoys hiking, spending time with her husband and doggie, and cheering on the Green Bay Packers.

Steve White – Outdoor Program Logistics Coordinator

Steve White has been working in the outdoor industry for over fifteen years. He has worked extensively as a whitewater raft guide in West Virginia, Oregon, Washington, and Hokkaido, Japan. He is an ACA-certified whitewater kayak instructor, a river instructor for the National Outdoor Leadership School, and a Wilderness First Aid instructor for the Wilderness Medicine Institute. Aside from his professional whitewater experience, Steve is also an avid outdoor adventurer and traveler in his personal time. He first became involved in the PSU Outdoor Program when he returned to school to pursue a master’s degree in Education. Steve guided rafting trips, taught multi-week whitewater kayaking seminars, and led staff training trips where he acted as a mentor to junior instructors and volunteers. In August 2011 he was hired as the Logistics Coordinator for the Outdoor Program. He looks forward to continuing to mentor Campus Rec’s exceptional student leaders, while helping to streamline and enhance the already stellar Outdoor Program.
Peter Kramer – Rec Clubs Coordinator

Peter was born and raised in Madison, Wisconsin. He did his undergraduate work at the University of Minnesota, where he was a member of the Men’s Lacrosse team. In addition to holding various positions as the team’s President, Treasurer, and Safety/Facilities Coordinator, he also worked for the University of Minnesota’s Recreation Department in three different program areas: Sport Clubs, Facilities, and Intramurals. In 2009, after completing an internship at UCLA in their Competitive Sports Program, Peter moved to Portland and started working for Campus Rec. In his free time, Peter enjoys playing lacrosse, watching football, hiking, sightseeing, going to National Parks, watching movies, and going to concerts. He is an avid sports fan and roots for the Green Bay Packers, Milwaukee Brewers, Milwaukee Bucks, and Minnesota Gophers. While working in the field of recreation, Peter has had the opportunity to meet a lot of amazing people and feels blessed to have had his life impacted by them in such a positive and profound way. Peter hopes to have that same impact on the people he meets at PSU.

Spencer Sorensen – Intramurals Coordinator

Spencer grew up in Boise, Idaho. As a freshman at Idaho State University, he got a job as an Intramural Sports Referee and never looked back. After working in a recreation program in Cullowhee, North Carolina, Spencer moved to Portland in 2011 to become the Intramurals Coordinator at PSU. When he’s not working, he enjoys spending time with his wife and daughter, going to concerts, playing disc golf, and finding new delicious places to eat in Portland.

Jen Armbruster - Adaptive Recreation and Community Service Coordinator

Jen has been working in the field of inclusive recreation and sport for over ten years. Prior to coming to PSU, she worked in Birmingham, Alabama as the Recreation Specialist at the Lakeshore Foundation, a non-profit organization that promotes independence for persons with physically disabling conditions and provides opportunities to pursue active, healthy lifestyles. As the Inclusive Rec & Community Services Coordinator at Campus Rec, Jen is very excited to be a part of making general fitness and health accessible for everyone. Her favorite aspects of her job are her awesome co-workers and the opportunity to get the Inclusive Rec program established and running.

Jen is a five-time Paralympian and was elected to carry the American flag during the opening ceremonies at the Beijing games. As a member of the U.S. Women’s Goalball Team, her career accomplishments include a gold medal from the Beijing games in 2008, a silver medal from Athens in 2004, and a bronze medal from Atlanta in 1996. Up next are the London games in 2012. When she’s not busy with work and training, Jen spends as much time as she can with her wife and son. They love outdoor activities and exploring the city of Portland.
## Pro-Staff Contact List

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<thead>
<tr>
<th>Name/Department</th>
<th>Office Phone</th>
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<tbody>
<tr>
<td><strong>MAIN OFFICE</strong></td>
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<tr>
<td><strong>Director</strong></td>
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<tr>
<td>Alex Accetta</td>
<td>503-725-8787</td>
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<td>ASRC 210</td>
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<tr>
<td><strong>Associate Director of Operations</strong></td>
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<tr>
<td>Todd Bauch</td>
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<td><strong>Associate Director of Programs</strong></td>
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<tr>
<td>Jenny Welnick</td>
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<td><strong>Business Operations</strong></td>
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<td>Atsu Nagayama, Business Manager &amp; Financial Analyst</td>
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<td><strong>Administrative Suite Front Desk</strong></td>
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<td><strong>Marketing</strong></td>
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<tr>
<td>Clara Johnson, Marketing and Outreach Coordinator</td>
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<td><strong>PROGRAMS</strong></td>
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<td><strong>Fitness</strong></td>
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<tr>
<td><strong>Inclusive Rec</strong></td>
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<td>Jen Armbruster, Inclusive Rec &amp; Community Service Coordinator</td>
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<td><strong>Intramurals</strong></td>
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<td><strong>Outdoor Program</strong></td>
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<td>503-725-5668</td>
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<td><strong>Steve White, Outdoor Program Logistics Coordinator</strong></td>
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<td><strong>Rec Clubs</strong></td>
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<td>ASRC 236</td>
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<td><strong>OPERATIONS</strong></td>
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<td><strong>Aquatics &amp; Safety</strong></td>
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<tr>
<td>Jessie Belter, Aquatics &amp; Safety Coordinator</td>
<td>503-725-5129</td>
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<td>ASRC 252</td>
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<tr>
<td><strong>Building Ops</strong></td>
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<td>Tyler Baker, Facilities Coordinator</td>
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<td>Jeff Stein, Trades Person</td>
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<td>ASRC 406</td>
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<tr>
<td><strong>Member Services</strong></td>
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<td>503-725-2931</td>
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<tr>
<td><strong>Ashley Campbell, Member Services Coordinator</strong></td>
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<td>503-725-2951</td>
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