

**ASU UNIVERSITY RECREATION  
STUDENT EMPLOYEE  
ACCOUNTABILITY CONTRACT**

It is my responsibility as an employee of University Recreation to be clocked in and at my work station on time for my shifts. Being at work on time is a basic requirement for all employment. I understand that each time I am scheduled to work I must bring my Student ID with me to clock in and out. I agree to accept the following consequences for failing to follow this requirement.

(Students with Permanent Shifts)

If I fail to clock in or out (other than those positions required to clock in not out) for a total of 3 times during a semester (fall, spring and summer) I understand that I will lose one permanent shift. If I have a 4<sup>th</sup> missing swipe during this same semester I will lose a 2<sup>nd</sup> permanent shift. After my 5<sup>th</sup> missing swipe during this same semester it will result in the termination of my employment.

(Students with Varying Shifts)

If I fail to clock in or out (other than those positions required to clock in not out) for a total of 3 times during a semester (fall, spring and summer) I understand that I will be taken off of the schedule for a two week period. If I have a 4<sup>th</sup> missing swipe during this same semester I will be taken off of the schedule for a four week period. After my 5<sup>th</sup> missing swipe during this same semester it will result in the termination of my employment.

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Student Employee Signature

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Date:

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Print Student Employee Name

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Supervisor Signature

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Date:



Name:

Date:

Minimum # of hours you are requesting:    Maximum # of hours you are requesting:

The following availability is for (Please Circle): Fall    Spring    Summer#1    Summer#2

Please check the times below that you ARE AVAILABLE to work each day:

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
5:30 am							
6:00 am							
6:30 am							
7:00 am							
7:30 am							
8:00 am							
8:30 am							
9:00 am							
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11:00 pm							
11:30 pm							

Appalachian State University  
University Recreation Aquatics

## **Employee's Acknowledgment**

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*Note: You must turn in this signed form within  
5 days of receiving this manual or prior to your first day at work.*

I have read the attached pages of the ASU UREC Aquatics Manual.

I have been given the opportunity to ask questions about any material I do not understand in this manual.

I certify that I fully understand and will adhere to these policies and procedures and that I am responsible for remembering the rules at all times.

I understand that these the manual has a job description attached and I have read and understand that job description.

I fully understand that failure to abide by these policies and procedures may be cause for my dismissal.

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Signed

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Dated

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Supervisor Signature



**UREC Student Employee Data Sheet**

Name: \_\_\_\_\_  
Last First Full Middle

ASU Box: \_\_\_\_\_ Position: \_\_\_\_\_  
\_\_\_\_\_

Cell or Local Phone #: \_\_\_\_\_ Banner ID #: \_\_\_\_\_

ASU Email: \_\_\_\_\_

Need a Photo ID Badge:  
YES \_\_\_\_\_  
NO \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_

Appalachian State University  
University Recreation  
ASU Box 32081  
Boone, NC 28608

## PHOTO CONSENT FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Banner ID: \_\_\_\_\_

I consent to the reproduction and use of my photo(s) (with or without my name), by any nominee or designee of University Recreation, its agents and employees, including any publisher, periodical, studio or other agency contractor. Consent shall involve the use of my photo for any educational purposes, including instruction, display to professional organizations, and advertising thereof.

This consent, as stated above, shall be a continuing consent.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



### Worker Confidentiality and Expectations Contract

This student employment position supports the office of University Recreation. The position will have occasion to access individual student information from various sources including Banner. Concerning this student information, any other restrictive Appalachian State University information, and general expectations listed, the student worker has read, understands, and agrees to the following:

1. I acknowledge the confidentiality of student information and Appalachian State University restrictive information. Student information will not be distributed to or discussed with anyone other than the student worker's assigned supervisor or with officials of the University designated by my supervisor.
2. I will not attempt to alter, change, add, or delete student record information or University documents, unless my supervisor provides specific instructions to do so.
3. I will access only that information specified by my supervisor. Access to information will be granted through the normal procedures for obtaining specific access to the information in written documents, computer files, student records, or other Appalachian State University restrictive information.
4. All procedures, creative work, written documents and computer programs will be documented according to standards set by my supervisor and is considered to be property of Appalachian State University.
5. I understand that the Office of University Recreation is a professional office and in this position, I may be the first point of contact for students, faculty, staff and other customers. It is imperative that all these customers be treated with the utmost courtesy and professionalism and that I present a favorable impression through my actions and appearance. I understand that I am required to adhere to the dress code as outlined by my supervisor.

6. I understand that I am expected to report to work on time and for the work hours that I am scheduled for each week unless I am sick or make other arrangements in advance with my supervisor. If I am out unexpectedly and cannot make it in for my scheduled work hours, I understand that I must call in immediately to report my absence and be excused from work.
7. When my job assignments are complete, I will notify my supervisor. I understand that I may study during my scheduled work hours ONLY with the approval of my supervisor.
8. I understand that I must not answer questions for which I am not certain of the correct answer. (over)
9. I understand that my continued employment is based upon my meeting satisfactory work performance.
10. I understand that with my supervisor's permission, I am allowed to use the computers in this office to complete my course assignments ONLY when I have completed my work to the satisfaction of my supervisor. In addition, before I engage in course study, I must clear it with my supervisor.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**UNIVERSITY RECREATION  
APPALACHIAN STATE UNIVERSITY  
STUDENT COMPUTER USAGE AGREEMENT**



1. The University must own any software installed on University machines. **DO NOT INSTALL ANY SOFTWARE** without prior permission from University Authorities.
2. IT IS THE **RESPONSIBILITY** OF EACH ASU NOVELL ACCOUNT USER TO KEEP THEIR LOG IN AND PASSWORD INFORMATION CONFIDENTIAL. This is meant to help secure and protect data from accidental and malicious damage. **DO NOT** share your login information with other users, or write down passwords in public areas.
3. Working files should always be kept in designated areas (Shared Folder) on departmental servers (Not on local hard drives). Departmental work stations are purged nightly of material not stored in the shared folder.
4. Departmental computers **ARE NOT TO BE USED** for the storage of personal files. Personal files found in unauthorized locations **WILL BE DELETED**.



5. **NO personal files** (documents, downloads, music/music libraries, movies, etc.) are to be kept on computer hard drives or departmental servers. You may however use your own CD's/DVD's, USB flash drives, external hard drives, or other removable storage devices to store your personal files. Any personal files found in shared folder will be deleted immediately. Computer equipment should not be used for personal business including, but not limited to game play and outside employment.

6. Users **MUST LOG OUT** upon leaving workstations or if they are going to be away for more than **10 MINUTES**. Failing to log out impedes the workstation from being used by others. We're **NOT RESPONSIBLE** for the loss of any work or unsaved data!

7. Inappropriate or offensive materials may not be viewed or downloaded on workstations. Additionally, no inappropriate or offensive naming may be used for files on departmental servers. Use common sense on this. You are student leaders and professionals; your behavior on these computers should be as such!

8. **No foods or drinks** are allowed at student workstations. Liquids can potentially damage keyboards and other electronic devices, and food products can leave undesired residue on machines. Be considerate of other users!

9. UREC copiers and printers should be used for work related items only!  
**They are NOT for personal use.**

10. Respect and Treat all computer equipment as if you paid for it! Machines and peripherals are expensive, and should be handled gently and with care. Be considerate of other users and help ensure workstations stay in optimal condition!

11. Users should ALWAYS read any email/other correspondence sent to them by the University or UREC as it pertains to computer usage. These contain important information regarding usage policies, system issues, and computer software updates.

12. All software and data files stored on computers are the property of Appalachian State University. Under no circumstances should these files be moved, duplicated or copied (except as in permitted under license). Any

duplication of software is a violation of local, state and federal copyright law and may be prosecuted.

13. Report all problems and issues with workstations and printers **immediately to your supervisor**. Prompt reporting helps to ensure prompt repair! If further assistance is needed, you may contact copier services at ext. 6810.

14. In addition to the policies outlined above, users are also subject and bound to all University policies governing computer usage and Information Technology Services. These policies are outlined on the web at [http://www.nss.appstate.edu/standards/policy\\_trustedaccess.html](http://www.nss.appstate.edu/standards/policy_trustedaccess.html)

By signing below, you certify that (a) you have read and understand all policies stated above, (b) you agree to follow all regulations regarding computer usage, (c) you will keep your password and login information confidential, (d) you understand that all policies are derived directly from University, local, state and federal regulations, and that (e) you understand that failure to follow these policies may result in loss of computer privileges, prosecution before ASU Office of Student Conduct and/or punishment under state and federal law.

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**Print Full Name**

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**Sign Full Name**

**Date**

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**Campus Email Address**

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**Department/Program Area**

## Appalachian State University

### UREC Aquatics

#### Lifeguard Instructor Agreement

1. Classes will have a primary instructor (12 or less) and secondary instructor (max 24). The primary instructor will be responsible for the class.
2. Instructors MUST be trained in the NEW Learning Management System.
3. Instructors MUST be authorized in Watauga County.
4. No changing of class dates and times unless approved in advance. Bad weather days may be canceled but must be made up. If the university is CLOSED, classes are canceled. If you cancel class, the CONSOLE desk MUST be notified.
5. Facility usage as per classroom and pool will be set up in advance. Please remind lifeguard staff on duty to record group's pool usage. Notify the console of class location at the start of class.
6. Rosters , texts, and receipts will be provided on the first day. Please make arrangements to pick up from Cheryl.
7. Students will be given two options for classes; if they want Waterfront Certification, it's an add on module and separate class(\$19) or to purchase a CPR mask (\$10). They may bring their own mask or purchase locally. CPR masks are requirements of the course. Never collect monies...always have them pay at the front desk and bring you a receipt. Get the CPR masks from Cheryl.
8. White receipts for those that mailed registrations will be distributed to that person on the first day.
9. Check rosters for accuracy...report anyone to Cheryl that attend but are not registered.
10. Attendance MUST be taken.
11. Lifeguard DVDs will be kept in Cheryl's mailbox when needed.
12. Students that do NOT pass prerequisites MUST be notified immediately in private their failure to meet the prerequisites and a plan to drop or retest.
13. Safety Precautions during class MUST be observed;
  - A. Clean manikins thoroughly after usage
  - B. Heights jumps from starter blocks...recommended not jumping from high stands
  - C. WF class...running in pool NOT on deck
  - D. Escape practices need a designated release grip signal

14. Roster to be completed and submit within 5 business days of class. A copy of the roster must be sent to Cheryl to file electronically. Save as a draft in SABA and send in to Eddie Simmons.
15. Equipment Usage;  
Be sure is properly returned  
Supervisor to open end storage door for extra tubes, rescue buoy, rescue board, etc.  
CPR Manikins... Must arrange with Cheryl to take out and put away after usage.

### Lightning and Aquatics Safety: A Cautionary Perspective for Indoor Pools

by Richard Kithil (President & CEO, NLSI)  
Kevin Johnston (Senior Consultant, Professional Aquatics Consultants International)

**1. Abstract** Lightning behavior is arbitrary, capricious and random. A first flash to earth can travel tens of miles from a distant cloud to a grounded object. Statistically, more lightning originates from the back edge of a thundercloud than from the front side, making recreation activity resumption decisions difficult. Risk management of the lightning hazard necessarily calls for a cautious and conservative approach. This paper describes lightning pathways to interior structures and provides references to recent national codes and standards. It recommends guidelines for decision-making in order to maximize lightning safety for indoor pools.

**2. Physics of Lightning** There are some 22 million cloud-to-ground lightning flashes in the USA annually. Lightning travels at about 1000 feet in a millionth of a second. A typical flash is as thick as one's thumb. Lightning's currents average about 25,000 amps with voltages in the hundreds of millions. Lightning follows Benjamin Franklin's maxim of Path of Least Resistance through the air and along or through the ground. According to insurance information, the ratio of damage due to indirect effects vs. direct effects is a ratio of some 2000:1. This means that if lightning strikes the ground near to an indoor pool, depending upon localized circumstances, it may be conducted into the building via low resistance conductors.

**3. Statistics** Observable lightning effects inside pool buildings have included: main circulation pump destroyed; injuries to employees touching electrical panels; concrete footing of slide blown apart; and visible lightning inside natatorium. The authors know of no databases recording deaths to persons in indoor pools.

However, lightning incidents to persons in non-pool buildings such as houses, apartments, office buildings, small shelters, etc. are well characterized with examples in the thousands. Such incidents describe lightning insults to people indoors on telephones, in contact with domestic water (sinks, tubs, showers, etc.) and touching metal doors, windows and other outside-to-inside conductors.

**4. Codes and Standards** An internet search in "Google" under "indoor pools and lightning" will display more than 2,700 citations. Many of them describe swimming pool safety procedures when under lightning threat. Six states have recommendations or regulations for suspending indoor pool activities when under lightning threat: Delaware, North Dakota, South Dakota,

Maryland, Rhode Island, and Michigan. Delaware's state code reads "during electrical storms the use of a pool (indoor or outdoor) shall be prohibited." Several large national groups describe building interior pool hazards (\*) or have recommended indoor pool activity suspension (\*\*) when nearby thunderstorms threaten.