

SACRAMENTO STATE AQUATIC CENTER

Summer Staff, Instructors & Customer Service Staff Contract and Dress Code

I _____ as a new temporary/seasonal employee of Associated Students of the Sac State Aquatic Center, agree to the following terms and conditions of employment:

I will have the current certifications before employment at the Aquatic Center: CPR, First Aid, Life Guard Training, and California Boating Safety Certificate.

I will have taken all the necessary aquatic classes (Sailing, Windsurfing, Canoeing, Kayaking, Rowing & Water Skiing). Class B Drivers License where it applies.

I understand that I will be setting an example as a role model for all the children and guest who come to camp or participate in any boating safety class. I agree to adhere to the dress code as follows:

* I will wear an Aquatic Center Staff shirt to work daily. I understand that a Sac State shirt must be worn at all times on the A.C. grounds. I realize that since it is Sac State ASI who pays me I will only wear Sac State clothing. No other college, university or logo clothing should be worn when on the clock.

* I will wear shoes at all times. No bare feet! All summer shoes must have heel straps.

* I will come to work clean-shaven and well groomed.

As a Man: The length of my hair will not go below the nape of my neck. No visible tattoos. No facial hair. Sideburns should be less than 1 inch. No visible body piercing. No Speedos! Must wear pre-approved shorts.

As a woman: My hair will be pulled back from my face. No visible tattoos. No inappropriate body piercing. (NO belly, eye or tongue) No large hoop earrings. The camp director must approve swimwear. Chest cleavage must be appropriately covered. When working the front desk undergarments are required.

* I will be prepared for the conditions for which I am going to be working. (i.e. **sun block**, sunglasses, hat, foul weather gear, plenty of water etc.)

* I will never swear or curse in front of any child or client.

* Smoking or Chewing Tobacco (or any other substance) is not permitted while "on the clock"

* I realize the Sac State Aquatic Center is a DRUG FREE workplace.

I have read the Sac State Aquatic Center's: Mission Statement, Code of Conduct, Core Values and Instructors Guidelines and understand them fully. I also understand that not abiding by the Sac State Aquatic Center policies and rules may result in termination.

My signature is my agreement to the above covenants and all they imply.

Print name: _____ Date: _____

Signature: _____ Supervisor: _____

Sac State Aquatic Center

Agreement for on-duty meal period

Working Lunch Understanding

I understand that due to the fact that I must be constantly supervising children, I will not be relieved of my duties during my meal break. I understand that I am, therefore, entitled to be paid for my meal break and am eligible for overtime pay if I exceed eight (8) hours in the workday or forty (40) hours in the workweek. I understand that I may revoke this agreement in writing at any time

This agreement is freely and voluntarily entered into.

Dated this _____ day of _____, 200____,
At Lake Natoma, in Gold River California

AC Employee Printed Name

AC Employee Signature

AC SUPERVISOR

