

**WCRA Employment Policies: Hiring
Policies for Snack Bar, Swim Team and Tennis Team.**

Definition: Each of the above are considered "Teams" and the Team Management Team is defined as the volunteer coordinators or team rep and head manager or head coach.

All Job Vacancies are to be posted on the WCRA Web Site Home Page for no less than one month prior to any application deadline with downloads to include: job descriptions, job application, any communication and deadline requirements.

All applications are to be time stamped. Any application not received within the deadline will not be considered for any reason, unless previously agreed upon with the Team Management Team.

Job Offer Letters shall be accompanied by a contract and are to be time stamped with precise deadlines for a reply. Job Offer Letters are to be emailed unless the applicant has instructed for correspondence otherwise. Potential employees must acknowledge Job Offer receipt within 7 days or the offer is considered null and void.

Any Job Offer/Contract not accepted in writing within the deadline will not be considered for any reason.

Team Management Team should maintain an employee folder for each employee with any and all complaints, comments, and appreciation commentary documented.

**WCRA Employment Policies: Complaints, Discipline or Firing
Policies for Snack Bar, Swim Team and Tennis Team**

Any complaints are to be documented and any and all information is to be considered personal and confidential. Complaints should be passed on to the Head Manager and/or Head Coach for discussion with the employee and said discussion documented in the employee folder.

Team Management Teams are to unanimously agree to any and all disciplinary actions for employees. Disciplinary Actions, as defined by the Team Management Team, will be required after no less than 3 incidents or no more than 5 incidents as a manner of standardization.

Team Management Teams are to unanimously agree on the firing of any employee and must have at least 3 documented cases of discipline or have proof of flagrant disregard for the policies and procedures of the associated "Team".

Notwithstanding the foregoing, any behavior which includes but is not limited to insubordination, theft, disrespect to coworkers and team leaders, and/or endangers the welfare of the membership may be grounds for immediate dismissal with no opportunity for re-evaluation.

If an employee does not fulfill their employment commitment as defined by the "Team" guidelines (substitutes, notifications etc..) on 3 occasions, this is deemed grounds for dismissal from employment at the WCRA.

If an employee chooses to resign their position, it must be done in writing and emailed to the Team Management Team. There will be no final wage payments without a letter of resignation.

In the event that it becomes necessary to take disciplinary action or remove a Head Coach or Head Manager, a WCRA Executive Board member will take the place of the Head Coach or Head Manager in the review and discussion of any and all issues. The Executive Board Member and the Team Representatives are to unanimously agree to any and all disciplinary actions to be taken.