

## Updates to First Aid/CPR/AED policy

11/8/07

### **New Hires**

All new temporary employee hires to University Recreation that have an emergency response role will be required to hold current certification in American Red Cross (or equivalent) First Aid, Adult/Child/Infant CPR, Adult/Child AED, Preventing Disease Transmission, Epi Pen and Asthma Inhaler Administration.

**Hiring is contingent on certification in all above mentioned skills. Employee candidates may not attend semester training or work a shift until her/his supervisor has proof of certification.**

University Recreation will provide a number of opportunities for employee candidates to obtain their above mentioned certifications at no cost to them. Employee candidates will not be paid for time in the class. Employee candidates will register for a class of their choice and have until 3 days before the class to reschedule. Employee candidates will be enrolled in classes in order that they submit their registration forms. Employee candidates who do not attend the class that they signed up for will be required to obtain certifications at their own expense prior to beginning employment with University Recreation.

### **Current Employees**

University Recreation employees must maintain current American Red Cross (or equivalent) First Aid, Adult/Child/Infant CPR, Adult/Child AED certification. University Recreation will provide multiple Review classes each semester that employees at no cost to them. Current employees will be paid for time in the Review class provided they attend a class provided by University Recreation for employees and they have pre-registered for that class by the registration deadline.

**Employees are responsible for maintaining their certifications by registering for provided classes in a timely manner and attending the class registered for. Any employee who allows their certifications to lapse will be terminated.**

Employees will have the opportunity to register for a Review class provided by University Recreation. Class date can be rescheduled until three days prior to the class. Employees are enrolled in classes in order that they submit their registration forms.

**Employees who do not attend the class that they signed up for will be considered to have missed a shift and required to obtain certifications at their own expense prior to the expiration of their current certification.**