

# ***NUKEWORKER*.com**

## Forum Staff Handbook

---



## ***Table of Contents***

<b>1</b>	<b><i>Introduction</i></b>	<b>3</b>
1.1	Site Vision and Mission	3
<b>2</b>	<b><i>Roles &amp; Responsibilities</i></b>	<b>3</b>
2.1	Site Owner	4
2.2	Forum Manager	4
2.3	Senior Forum Staff Members	4
2.4	Forum Staff Members	4
<b>3</b>	<b><i>Conduct</i></b>	<b>5</b>
3.1	Confidentiality	5
3.2	Conflict of interest	5
3.3	GM: PoliSci Area	5
3.4	Multiple Accounts	5
<b>4</b>	<b><i>Forum Responsibilities</i></b>	<b>6</b>
4.1	Moving Threads	6
4.2	Editing Posts	6
4.3	Language	6
4.4	Spam	7
4.5	Unpaid Advertisements	7
4.6	Off-Topic Posts	7
4.7	Polls	7
4.8	Locking Threads	8
4.9	Sticky Threads	8
4.10	Announcements	8
<b>5</b>	<b><i>General Forum Rules</i></b>	<b>8</b>
<b>6</b>	<b><i>Specific Forum Rules</i></b>	<b>8</b>
6.1	Facility Information	8
6.2	Fallen Section	8
6.3	Looking For	9
<b>7</b>	<b><i>User Account Management</i></b>	<b>9</b>
7.1	Warnings Tracking	9
7.2	Suspensions and Banning	9
7.3	Avatars and Signatures	9
7.4	Staff Member Badge vs Gold Member Badge	10
<b>8</b>	<b><i>Benefits &amp; Conclusion</i></b>	<b>10</b>

## 1 Introduction

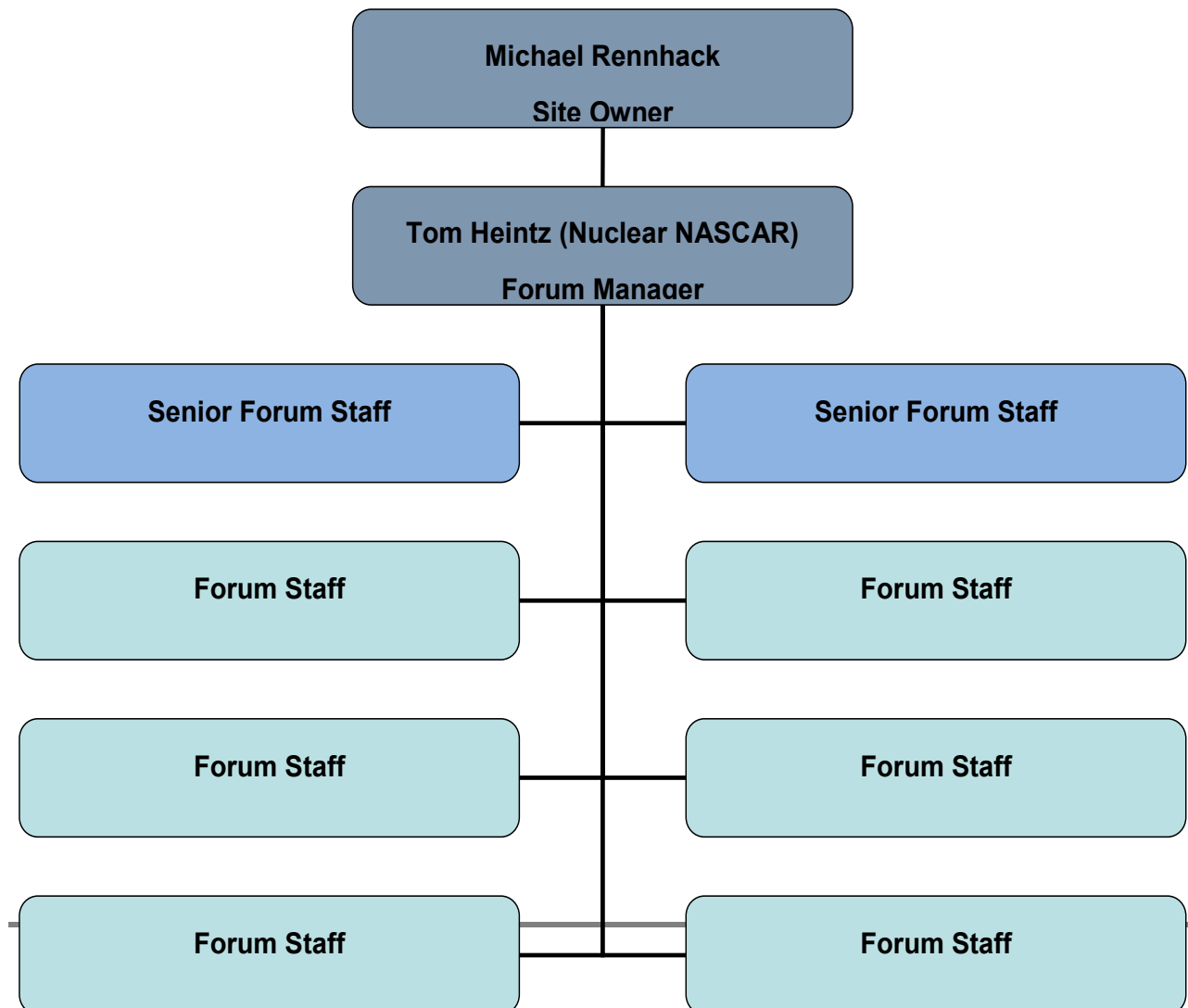
Thank you very much for volunteering your time in helping us to keep our forums organized and enjoyable.

The job of a Forum Staff Member is very important in keeping the community together and helping it remain attractive to new members. Here are some simple guidelines. If you have any questions at all, please feel free to contact the Forum Administrator, Tom Heintz (Nuclear NASCAR). In the event that Tom cannot resolve your issues satisfactorily, then contact the site owner, Michal Rennhack.

### 1.1 Site Vision and Mission

April 18th, 1999, Michael D. Rennhack conceived what would soon become the world's #1 nuclear site on the internet, NukeWorker.com. His vision was simple: enhance nuclear workers lives. That dream has become a powerful reality, with NukeWorker's mission to help nuclear workers find work. This mission is accomplished with NukeWorker's values: honesty, respect, and excellence.

## 2 Roles & Responsibilities



## **2.1 Site Owner**

The Site Owner provides the software and hardware for the forum, including software updates, and enhancements to the software. The site owner resolves any issues the Site Staff has with the Forum Manager.

## **2.2 Forum Manager**

The Forum Manager reports directly to the Site Owner. The Forum Manager manages the forum staff, and the forum content; to include acquiring new Forum Staff members, terminating Staff Members, providing guidance, mediating disputes, and managing access restrictions.

## **2.3 Senior Forum Staff Members**

- Senior Forum Staff Members, report directly to the Forum Administrator.
- Their 'Sr. Staff Member badge' (Primary member group) shows all the time in their profile. Gold membership and other badges are not seen.
- Sr. Staff Members are few; they mentor and assist the 'Forum Staff Members'.
- If a Sr. Staff Member has an issue with a member, a Staff Member or another Sr. Staff Member, it should be addressed with the Forum Administrator.

## **2.4 Forum Staff Members**

- Forum Staff Members report to the Forum Administrator.
- The 'Staff Member' badge is shown only in the areas they moderate. In other areas of the site, their primary member group badge will be displayed ('Site Volunteer', or 'Gold member').
- Staff Members are numerous; they have dedicated message boards, typically dealing with their area of expertise. They are in charge of moderating their areas, deleting off topic posts, editing posts to comply with site rules, and they are in charge of growing their area, posting messages to stimulate conversations, or encouraging others to do so.
- If a Staff Member needs advice, or help moving a post, please seek the help of a Sr. Staff Member, or the Forum Administrator. The "Report Post" feature works well, as does a message via PM or a posting in the Staff Members forum.
- Any issues with a forum member, other Staff Member, or another Sr. Staff Member should be brought to the Forum Administrator's attention.

### **3 Conduct**

When you agree to be a forum staff member, you accept the role as a representative of the site. You are required to post in a professional and respectful manner. Staff Members are forbidden from belittling others or arguing in the open forum.

Within the NukeWorker.com forum, we expect that you will always take the high road. If you have a problem with a member, please contact them via PM. Do not post your criticism in the open forum. Contact the Forum Administrator if you require help. Outside of your own forum area, we expect you to keep the best interests of the website in mind.

Please do not go on ego or power trips, and say things to site users such as "Do you know who I am?" While we have basic rules of conduct that apply with regards to the Forum Staff and general member interactions, always keep in mind that respect as a Forum Staff Member is ultimately earned and not given.

#### ***3.1 Confidentiality***

It is important that Staff Members have a place to discuss matters frankly without worrying about confidentiality. We expect you to keep all discussions in the staff's private forum confidential.

#### ***3.2 Conflict of interest***

Partaking in site-sponsored contests by any staff member, or their family member is prohibited unless otherwise noted.

#### ***3.3 GM: PoliSci Area***

Staff members cannot post in the GM: PoliSci area. Staff Members must remain impartial. You are free to visit other political web sites and voice your political opinions there.

#### ***3.4 Multiple Accounts***

NukeWorker.com does not condone multiple accounts. If an alias is discovered, it will be removed.

## **4 Forum Responsibilities**

Your main responsibility is to care enough about the forum to make it a priority.

- Start and foster discussions in your forum area.
- Check your forum area daily to prevent chaos, spam and other issues. If you plan to be away for several days, please notify the Forum Administrator so someone else can be assigned to your area to help you.
- Make a "welcome" sticky thread that explains the rules for your area, and highlight 'hidden treasures' or answers to frequently asked questions.
- Move or delete off topic messages.
- Split or merge topics as needed.

If you feel that maintaining the forum has become a burden or that you simply do not have enough time, please notify the Forum Administrator so that he may find someone to accept your responsibilities.

### ***4.1 Moving Threads***

When a redirection topic is created, it is automatically locked. After two week, please delete the redirection topics so that they do not clutter up your board. You may need the assistance of a Sr. Staff Member to move a topic to a forum that you do not moderate.

### ***4.2 Editing Posts***

- You are not required to edit posts for spelling, grammar, punctuation or capitalization.
- You are required to edit posts to ensure they comply with the forum rules.
- Overtly religious messages are prohibited in the open forum. However, some expressions of faith are permitted in the "fallen" section.
- It is not illegal or against any rules to post unaccredited quotes. It is bad form, but not against any rules. It is against the rules to post news articles in their entirety.
- If you're not sure if a post is in violation of our rules, or if it's borderline please contact a Sr. Staff Member for Forum Administrator for guidance.
- Names: Names are one of those grey areas, most of the time it is ok to use it, depending on the context. People can't use names if you suspect it will cause trouble. They can use names if you don't suspect any negative ramifications.

### ***4.3 Language***

Language is the biggest concern when moderating a forum. We don't want to lean too far to the right or the left, meaning we don't want to over moderate or under moderate. Over moderation will kill a site as a result of the appearance of limitations on free speech. People will go away when they feel they are not heard. Under moderated forums die from a lack of order, and the chaos that ensues. Under moderation is a little better than over moderation.

Racial slurs, prejudiced comments, personal attacks and posts that initiate arguments or tension are not tolerated in the forum. If you see any inappropriate posts, please edit the post immediately. This includes religious beliefs, geographical location, and political beliefs in the open forum. However in the proper Gold Member area, it is tolerated to a degree.

Additionally, we try to keep the sexual innuendo and profanity to a minimum in the open forum.

Messages with hard to read grammar and spelling or ALL CAPITAL LETTERS should not be deleted. Not all NukeWorkers are created equal. Additionally, messages that verbally abuse posters (often first time posters) due to their lack of forum etiquette should be reviewed for their own etiquette. Meaning, it is not acceptable to harass a new user because they are poor spellers, or don't understand how to use a caps lock key. HOWEVER, please PM the poster, and request that they modify their message, and give them instructions/links on how to do so.

Along the same line as the spelling, it is not acceptable to respond to questions with "use the search". If a message is not helpful, delete it.

#### ***4.4 Spam***

The following types of messages should be removed:

- Very short posts that do not add value to the current discussion, i.e. "ditto".
- Double posts.
- Posts that obviously serve no purpose other than upping one's post counts.
- Posts that should be done via private messaging.
- Responses to spam posts should be considered as spam and be removed.
- Unpaid Advertisements and Off-Topic posts
- Job and Resume postings

#### ***4.5 Unpaid Advertisements***

Unpaid advertisements are not allowed in the forum.

- Job postings and resumes are not allowed in the forum. That is what the job board software is for.
- This includes charities, non-profits, and collections for sick or injured NukeWorkers.
- Lodging advertising *is* allowed in the lodging area, free of charge.

#### ***4.6 Off-Topic Posts***

Off topic replies will be either removed or split off as its own topic. Responses to off topic replies should be considered as off topic and either be removed or moved with the associated off topic reply, as appropriate.

When you find a topic that is not relevant to a forum area, immediately move it to the appropriate area, you may need to ask a Sr. Staff Member for help.

#### ***4.7 Polls***

We currently allow polls in most forums. Remove polls if they are irrelevant. We can remove polls from threads using the admin control panel. PM the Forum Administrator or post in the

Staff area if you need this done. You can also split all the other posts into a new thread and delete the original thread.

#### ***4.8 Locking Threads***

When you see that a thread is going downhill, you should lock/close the thread. Typically the threads are locked for a short time to allow people to cool off, and let better judgments prevail.

#### ***4.9 Sticky Threads***

Sticky or Unsticky whatever you deem necessary to maintain the forum. If there is more than one Staff Member in your forum, consult each other or make a post in the Staff Member's forum. Suggestions for sticky threads would include frequently asked questions, often referred to topics, and directions on special rules for your forum.

#### ***4.10 Announcements***

An Announcement is a posting that also gets sent out as a mass email to all forum members. If you feel an announcement is in order for your forum please discuss this with the Forum Administrator, or post a topic in the Staff area.

### **5 General Forum Rules**

The latest version of the "10 simple forum rules" that we give the site users for guidance is found publically here: <http://www.nukeworker.com/forum/index.php/topic,4700.0.html>

We try to keep the guidance for the users short and sweet, with the attention span of the public what it is, we can't expect every user to read 10 pages of detailed rules and decisions.

### **6 Specific Forum Rules**

Some sections of the forum have their own unique rules, such as the "Looking for" section. Below are the sections that have unique rules, and their policies.

#### ***6.1 Facility Information***

Each facility has its own message board, they typical have at least two topics in them, one for Lodging, and one for general discussion about the facility. Some facilities have many topics in the message board, such as the DC Cook area. It has specific threads about preparing for the first day at Cook, and questions about the turbine mishap. Please do not combine all messages into one giant thread.

#### ***6.2 Fallen Section***

No obituaries for non-nuclear workers.



### **6.3 Looking For**

NukeWorker's policy is that the 'looking for' section is like a physical bulletin board - you post the name of the person you wish to find plus a way for them to contact you (typically via NukeWorker PM or email). If they wish to respond they will.

Interested third parties seeing the posting should simply call the posting to the attention of the party being sought. It is the decision of the person being sought to respond or not. DO NOT post contact information of others. This includes "Last I saw him was at (site name) 10 years ago", or "He has a house job at (site name)".

If interested third parties know how to contact the person being sought, and are interested in facilitating the reunion, they should contact the person being sought, and let them make the decision. All they need to do is click on the "Send Topic" button at the top or bottom of the page, next to the "Print" button. Then simply email a link to the person being looked for, or call them and tell them to look on NukeWorker.

LF Topics should not start with 'Looking For' or any derivation of that. Just put the person's name, nothing else. The topic already has "Looking for:" in the title. Please spend time going in and removing that bit of visual, redundant, clutter.

## **7 User Account Management**

Only the Forum Administrator has the ability to affect user accounts, either to edit them, make suggestions to them, or to enact restrictions.

### **7.1 Warnings Tracking**

Please log all official warnings in the Member Moderation sub forum. One thread should be created for each member who has received a warning. You can easily sort the warning threads by clicking on "Thread" in the column headings. Make a new post on the member's moderation forum for each formal warning issued.

### **7.2 Suspensions and Banning**

It takes a lot for a forum member to get probation or their account deleted. We consider that is the absolute last resort. We rarely put trouble makers on probation or delete them, we counsel them, moderate them with a stick, delete their posts, and counsel them some more. Either they will lose their mind and conform, or they will just go away on their own.

### **7.3 Avatars and Signatures**

Avatars that are obscene or offensive should be removed. Moderators do not have the ability to do this, if you see an offensive avatar please report it to the Forum Administrator. What is obscene? It's the thing you can't define but you know it when you see it. The Forum Administrator will make the final judgment.

Signatures are supposed to be just that, signatures. They have evolved into something more like a t-shirt or ball cap. You can filter basically anything the person writes through

the 'stuff' in their signature. If you see a suspect signature, please report it to the Forum Administrator.

Within the confines of polite behavior, we should give a little leeway where signatures, avatars, and quotes go. After all, the idea is to personalize things a little. Otherwise, we would all just use stock avatars.

#### ***7.4 Staff Member Badge vs Gold Member Badge***

The software can assign multiple member groups to a user, such as gold member, and staff member. However, only one 'badge' can be displayed. The software displays the badge for the primary member group, which should be 'Forum Staff'. If you pay for a Gold Membership on your Staff Member account via the software, it will change your primary member group to Gold Member, and you will lose your Staff Member access. If it happens, please notify the Forum Administrator, and he will restore your access. Additionally, when you buy a Gold Membership, it "remembers" what your access was when you buy it, and restores your access privileges to their old settings when your Gold Membership expires.

## **8 Benefits & Conclusion**

As a volunteer there is little benefit other than our appreciation and the satisfaction of helping other NukeWorkers. As a Staff Member, you will have free access to Gold Member only areas, and to special staff only forums. We appreciate your help in maintaining the site as a friendly place to hang out and learn new things. Without your help, none of this is possible.