

2024-25 Community Manager (CM) Agreement

The dates outlined in this agreement related to training, opening, and closing may change due to unforeseen circumstances. We will communicate these changes as soon as possible.

As an employee of Residential Education, Community Managers (CMs) contribute to the mission of the University of South Florida – Tampa through a curricular approach to learning in the residence halls. CMs support the residential curriculum by engaging students through our educational strategies and connecting them to campus resources. CMs emphasize academic engagement, interpersonal skills, wellness, and global citizenship in their communities. To effectively perform the CM position, CMs agree and adhere to the duties, expectations, and requirements outlined below.

I. Agreement Dates/Dates of Responsibility

- A. Note: These dates are subject to change.
- B. This agreement is effective from Saturday, August 10, 2024 through Monday, May 12, 2025.
- C. Important dates within the agreement include, but are not limited to:
 - i. CM Move-In: Saturday, August 10, 2024
 - ii. Fall 2024 Training & Opening Responsibilities: Sunday, August 11, 2024 to Sunday, August 25, 2024
 - iii. Greek Village Move-In: Sunday, August 18, 2024
 - iv. Fall 2024 Grand Opening: Thursday, August 22, 2024
 - v. Fall 2024 Move-In: Friday, August 23, 2024 to Sunday, August 25, 2024
 - vi. Spring 2025 RA/CM Move-In: Monday, January 6, 2025
 - vii. Spring 2025 Training & Opening Responsibilities: Tuesday, January 7, 2025 to Sunday, January 12, 2025
 - viii. Spring 2025 Closing Responsibilities: Monday, May 5, 2025 to Monday, May 12, 2025

II. GPA/Credits

- A. I understand that I must maintain full-time student status at the University of South Florida and actively progress towards graduation to maintain CM eligibility.
 - a. Full-time status is considered at least 12 undergraduate credit hours per semester or at least 9 graduate credit hours per semester.
 - b. I must request an exemption in writing to the Director of Residential Education at raselect@usf.edu if I need to drop below full-time status.
 - c. I must request an exemption in writing to the Director of Residential Education at raselect@usf.edu if:
 - i. I am an undergraduate student and I need to exceed 18 credit hours per semester.
 - ii. I am a graduate student and I need to exceed 12 credit hours per semester.
 - iii. I am a dually enrolled student in an undergraduate/graduate program and need to exceed 18 credits combined.
 - d. I understand that I must maintain a cumulative and semester GPA of at least 2.75
 - e. If I fall below the minimum GPA (either semester or cumulative) I may be granted one semester of probation at the discretion of the Director of Residential Education. I understand I may only be granted one semester of probation during my tenure as a CM, and if I fail to meet minimum GPA requirements after having received probation, I will end my employment as a CM immediately.
 - i. If I am placed on probation, I will be required to participate in an academic coaching program during my probation to ensure that I continue to remain academically successful.
 - ii. The end of my probation will be contingent upon successful completion of the academic coaching program.

III. Training

- A. Training and opening responsibilities in both the fall and spring are all-day commitments; therefore, CMs are strongly encouraged to take care of all personal and academic needs in advance of training periods. In addition, CMs may not be involved in other commitments (leadership, paid employment, etc.) during these times.
 - Fall 2024 Student Staff Training will begin on **Sunday, August 11, 2024** and continue until the start of fall classes.
 - CMs will move into their new home on campus the morning of Saturday, August 10, 2024.
- B. For January training, I must return to campus on **Monday, January 6, 2025**. Training and/or opening responsibilities will begin on this date and will continue until the start of spring classes.
- C. I will fully participate in all staff training and development activities including online training modules, fall training, January training, on-going training and departmental in-service and professional development requirements. Additionally, hall staff development activities are mandatory requirements of this position.
- D. If I anticipate I may not be able to make any portion of fall or spring training and/or opening, I will submit a written request for an exception to the Director of Residential Education at raselect@usf.edu. In this email, I must include: the specific dates and times that I am requesting to miss and the reason for this exception request. I understand that consideration will be given to written requests submitted no later than **Friday, May 24, 2024** for fall training/opening, and no later than **Friday, September 27, 2024** for spring

training/opening. If I am hired after these dates, I must submit these exception requests within two weeks of accepting the RA position. Only extenuating circumstances will be approved. Exceptions will not be made for other leadership opportunities, employment opportunities, research assistantships, internships, practicums, etc. Therefore, I may need to decide between competing opportunities before signing this agreement.

IV. Availability/Outside Commitments

I understand that availability to residents is necessary to fulfilling CM job responsibilities, and that I must adhere to the following policies:

- A. I may spend no more than two weekends and three weekday nights away from the house per month, which must be approved in advance by my supervisor. I am expected to sleep all other nights in my room.
- B. I will be present in my community and on campus during important times of the year, including the duration of Week of Welcome (including the first full weekend of both the fall and spring semesters), all residence hall closing weeks and weekends in both the fall and spring semesters, and Resident Assistant (RA)/CM Selection Weekend(s). This also includes Spring Break, holidays, and university closures.
- C. I will be available and accessible daily to have intentional interactions with my residents in accordance with the residential curriculum. My availability will meet the needs of all residents and their various schedules so that all residents have an opportunity to reach me on a regular basis.
- D. I will be available for and attend weekly staff meetings every **Tuesday from 8:00 to 10:00pm during both the Fall 2024 and Spring 2025 semesters.**
- E. I will follow all guest policies, including those that may be included in applicable Student Housing Addendums. I will not have visitors for extended periods of time as this may interfere with my accessibility to my residents in real or perceived ways.
- F. I understand that while I may serve my organization/chapter as an executive board member, I must prioritize my CM position. My executive board role will not take priority over my CM job responsibilities.
 - i. CMs are unable to serve as President for their organization/chapter.
 - ii. CMs are unable to serve as Recruitment Guides.
- G. Other paid employment, applied experiential activities, and significant club participation must be balanced with the time commitments of the CM role. However, if other paid employment, research assistantships, internships, practicums, etc. are desired, all of the following criteria need to be met. Hereafter, all activities listed above will be referred to as outside commitments.
 - i. Outside commitments, including paid employment, must be approved by the supervisor prior to working; approval is not automatic.
 - ii. Outside commitments are limited to no more than twelve (12) hours per week. No more than nine (9) of these hours can be paid employment. For international students please review permitted working hours per your visa status to verify how many hours you are eligible to work.
 - iii. Outside commitments and employment must not interfere with the CM's ability to complete required duties including, but not limited to, meetings, staff training, duty shifts, and programs on the floor or in the area. Outside commitments and employment will not be considered in scheduling meetings or on-duty responsibilities.
 - iv. Extensive internships required by an academic program that require more than 12 hours per week require special approval from the Director of Residential Education. These opportunities can't exceed the maximum number of credits per semester. Internships can't impact training responsibilities, opening/closing responsibilities, the outside commitments policy, or expectations about community engagement. Exceptions to this policy must be emailed to the Director of Residential Education at raselect@usf.edu by **Friday, June 2, 2024** for the fall semester, and no later than **Friday, October 6 2024** for the spring semester. If I am hired after this date, I must submit this exception request within two weeks of accepting the CM position.
 - v. Long-term employment and outside commitments should have consistent hours throughout the semester to allow for consistency with CM responsibilities.
 - vi. Job performance must be acceptable at all times. I understand that I may receive progressive discipline, up to termination, if individual performance expectations are not achieved.

V. Interpersonal and Learning-Centered

As a Community Manager, I will invest in the overall growth and welfare of each resident. I understand that I am responsible for facilitating a learning-centered environment that meets the desired outcomes of the residential curriculum. I commit to the following:

- A. I will be available and accessible to residents, spend time in the house, and regularly interact with the house community per the specific time requirements and expectations of my supervisor.
- B. I will have a thorough understanding of the duties required of me as outlined in the residential curriculum lesson plans provided by my supervisor. If I do not understand the expectations, I will quickly follow-up with my supervisor.
- C. I will assist residents with personal, relational, social, cultural, emotional, and academic concerns while ensuring privacy, referring students to appropriate resources, and recognizing and reporting concerns and issues to my supervisor.
- D. I will know all assigned residents by the end of the first three weeks of classes and, throughout the year, I will help residents feel like equal and important members of the community by actively engaging them in intentional interactions and dialogue.
- E. I will ensure that residents understand my role and function as a CM and establish a rapport, which allows residents to feel comfortable approaching me with ideas and concerns.

- F. I will not participate in any dialogue that could be interpreted as negative or demeaning toward residents, another staff member, Living Learning Community partners, or Residential Education.
- G. I will not participate in any form of gossip concerning residents and/or Residential Education Staff with residents, other RAs/CMs, or supervisors, and will consider the time, place and manner in which I engage in conversations.
- H. I will maintain a positive working relationship with my supervisor, showing respect for them as a supervisor and as a person. I will keep my supervisor informed of relevant issues in a timely manner, provide feedback as appropriate, and accept feedback in a professional manner.
- I. I will communicate directly with fellow staff members and my supervisor in any situation where I feel that I am not being heard.
- J. I will not participate in any behavior that may be construed as undermining to the group dynamics of Greek Village.
- K. I will work collaboratively with my fellow staff members, Living Learning Community partners, campus partners, and my supervisor to resolve interpersonal conflicts.
- L. I will not be involved in any actions that may cause harm or potential harm to another individual or cause an individual to believe that harm may come to them.
- M. I will recognize the talents and interests of residents and encourage involvement in related activities as well as encourage resident exploration of new activities and new skill development.
- N. I will make residents aware of their roles and responsibilities in the community by explaining and utilizing the Community Standards.
- O. I will enforce policies consistently and without bias or malice.
- P. I will keep residents informed of campus and community activities, including posting notices and keeping materials current.
- Q. I will utilize administrative tasks (i.e. Roommate agreements, Fire, Health & Safety inspections, etc.) as a tool for educational and intentional interactions with my residents.
- R. I will conduct community gatherings as outlined in the residential curriculum and in accordance with my supervisor's expectations.
- S. I will support all Academic Initiative and curricular events that contribute to student learning in the residential communities by attending and encouraging residents to attend and participate. Curricular programs may also include events sponsored by campus partners or Residential Education.
- T. I will support Week of Welcome events and other departmental events in both the fall and spring semesters (i.e. Humanity: Unveiled, House Calls, Residents of USF, Last Lecture Series, Living Learning Community events, etc.) by attending and encouraging residents to attend and participate in the events.
- U. I will assess the needs of my community and encourage full participation and integration within the house and Greek Village.
- V. I will inform my supervisor of community trends, issues, and learning opportunities through one-on-one conversations and weekly reports.
- W. I will support and attend events planned by other staff members, Area Council, Residence Hall Association (RHA) and the National Residence Hall Association (NRHH). I will attend Area Council meetings as expected by my supervisor.
- X. I will serve my staff, Residential Education, campus partners, and members of my chapter/organization as a representative, liaison, advisor, committee member, and other appropriate roles.
- Y. I will maintain a positive and engaged relationship with my Faculty Fellow and Faculty in Residence in my community; I will work collaboratively with the Academic Initiatives Team, and community faculty to include them in community building strategies or resident learning opportunities.
- Z. I will serve as a role model for residents and other staff including but not limited to:
 - i. Upholding all laws, policies, and procedures of the State of Florida, the University of South Florida system, and Residential Education. This includes any consequent policies outlined in student housing addendums.
 - ii. Taking a responsible and active role in Greek Village and campus community.
 - iii. Treating all members of the community and others with respect.
 - iv. Being respectful of others' differences and ethnic/cultural backgrounds.
 - v. Confronting inappropriate behavior in a respectful, assertive, and responsible manner.
 - vi. Being responsible about academic commitments including class attendance.
 - vii. Using all internet and computer related communications (i.e., email, Canvas, Twitter, Facebook, TikTok, Instagram, etc.) in an appropriate manner.
 - viii. Maintaining good standing with the university, Residential Education, and the Student Code of Conduct.

VI. Occupancy Management

As a Community Manager, I understand that I play an important role in the occupancy of the house. I understand that I will act as a liaison between the House Corporation and Residential Education Staff. I will:

- A. Manage occupancy and occupancy-related functions: Work with organizational members to promote and market living in Greek Village. I will also collaborate with organizational leadership to clarify and evaluate expectations and requirements for occupancy.
- B. Coordinate, with the Residence Life Coordinator, the completion of individual housing contracts and convey contract-related issues to the residents and chapter.
- C. Assist the House Corporation in filling all vacancies in the house, according to university and chapter policy.
- D. Coordinate the room assignment process and administer changes, through the use of appropriate paperwork, within 24 hours.
- E. Complete roster verification/no-show reports during each semester.
- F. In coordination with the House Corporation, notify and/or communicate changes throughout the year, such as mid-year move-ins and contract releases.

VII. Facilities and Operations

I understand that CMs play an important role in the management and operation of the Greek Village and that my CM responsibilities include:

- A. Educating residents about maintenance and housekeeping roles and resident responsibilities, including the use of the work order system.
- B. Reporting facility concerns through work order requests and following emergency duty procedures.
- C. Educating residents about safety and security issues in and around Greek Village.
- D. Educating residents on proper use and function of keys and card access systems.
- E. Reporting emergency situations and enacting emergency procedures when necessary.
- F. Building relationships with and supporting Maintenance and Housekeeping Staff efforts to provide safe, secure, sanitary, and attractive facilities.
- G. Assisting in the effort to control damage and theft, posting damage notices, following up on complaints, etc.
- H. Completing check-in and check-out procedures and, in coordination with my supervisor, helping to facilitate room changes in a timely manner.
- I. Ensuring accurate and thorough Room Condition Reports are completed.
- J. Completing Fire, Health, and Safety Inspections.
- K. Not participating in any vandalism/theft, which involves, or is associated with the campus community.
- L. Demonstrating concern for the environment by respecting property, picking up trash, and actively supporting recycling efforts.
- M. Coordinate facilities enhancement projects for chapter-initiated improvements to the structure, grounds, and furnishings of the building. Possess knowledge of the facilities enhancement procedures.

VIII. Duty

- A. Weekday duty shifts (Monday – Thursday) begin at 5:00pm and continue until 8:00am the following morning.
 - i. During weekday duty shifts, I must remain on-campus for my entire duty shift. From 5:00pm to 8:00pm I am able to visit the following areas only: The library, Marshall Student Center, Campus Recreation, the USF Publix, and on-campus dining facilities, pending I can respond within 10 minutes.
 - ii. At 8:00pm, I understand that I must be in Greek Village until the conclusion of my duty shift.
 - iii. I understand that I cannot be in class or taking an exam during duty shifts.
 - iv. I must carry the duty phone and respond to any duty call within 10 minutes.
 - v. I understand that as part of weekday duty, I must complete the following rounds as outlined by my supervisor: Social rounds at or near 8:00pm and a second set of rounds at 11:00pm. I may also be required to complete additional rounds if needed or instructed by a supervisor or professional staff member.
- B. Weekend duty shifts (Friday at 5:00pm – Monday at 8:00am) are 24-hours/day.
 - i. During weekend duty shifts, I must remain on-campus for my entire duty shift. From 8:00am to 8:00pm I am able to visit the following areas only: The library, Marshall Student Center, Campus Recreation, the USF Publix, and on-campus dining facilities.
 - ii. At 8:00pm, I understand that I must be in Greek Village until the following morning or the conclusion of my duty shift.
 - iii. I understand I cannot be in class or taking an exam during duty shifts.
 - iv. I must carry the duty phone and be able to respond to any duty call within 10 minutes.
 - v. I understand that as part of weekend duty, I must complete the following rounds daily as outlined by my supervisor: One set of afternoon rounds between 10:00am and 5:00pm, social rounds at or near 8:00pm, and a set of rounds at or near 11:00pm. I may also be required to complete additional rounds if needed or instructed by a supervisor or professional staff member.
- C. I understand that duty rounds serve to assess and respond to community safety, security, and behavioral concerns. Rounds are also important for staff visibility and resident interaction.
- D. I am to be available to residents as well as to assist Residential Education department as CM On-Duty.
- E. I understand that duty responsibilities rotate among staff according to the needs of Greek Village. Additionally, weekday and weekend duty shifts may vary based on community and supervisor expectations. CMs should take into consideration their obligation to fulfill duty shifts on weekdays and weekends, in accordance with the duty expectations of your community, when scheduling classes or outside commitments. CMs should communicate any scheduling concerns to their supervisor as soon as possible.
- F. I understand that, as a CM, I am expected to follow duty and emergency protocol and procedures.
 - i. Failure to follow emergency protocol or report violations of community standards, housing policies or the Student Code of Conduct that I become aware of may result in progressive discipline, up to and including termination.
 - ii. This protocol includes expectations about duty check-in outlined by the Department of Residential Education and my supervisor.
- G. I understand that I am to communicate with my supervisor, in advance, if I am unable to fulfill a duty shift.
 - i. Failure to report for a duty shift may result in progressive discipline, up to and including termination.
- H. I understand that as a CM I am required to report any violations of campus, local, state, and federal laws and mandates. I must also adhere to the requirements expected of me with the Child Abuse and Neglect statute, Clery Act, Title IX, and the Violence Against Women Act (VAWA).
- I. Leaving campus while on duty is strictly prohibited and may result in termination.

- J. I understand that I am not to use the duty phone to make personal calls or text messages.
- K. I understand that I am not to share RLOC and other professional staff personal contact information with students or parents unless otherwise instructed. I will also not share direct contact information for HSOC, FAST, COCM (after hours), and other Housing & Residential Education staff.
- L. I will follow all policies and protocols outlined in the 2024-25 Residential Education Crisis Manual. This includes immediate communication with my supervisor or Residence Life On-Call (RLOC) about student or community concerns.

IX. Holidays/Breaks/Closings

I understand that I share responsibility for staff coverage during break periods, university closures, and holidays when residence halls and Greek Village are open, such as November Break, Winter Break, Spring Break, etc.:

- A. I understand that Greek Village is open year-round. Before making plans, all vacation/travel requests must be approved in advance by my supervisor. This includes plans during university holidays and breaks. If I depart from Greek Village prior to completion of my duties and before being officially released from my supervisor, I understand this may lead to disciplinary action up to and including termination.
- B. I understand that I may not leave before **7:00 pm on Monday, May 12, 2025** at the end of spring semester, and until all my closing responsibilities are complete and/or I am excused by my supervisor.
- C. Residential Education operates several 12-month residence halls, including Greek Village. As an employee of Residential Education, I may be asked to serve in an on-duty capacity during university holidays, university closures, and break periods. This includes November Break, Winter Break, Spring Break, etc.
 - i. When serving on-duty during break periods, I will adhere to the specific policies and procedures for break duty as outlined by my supervisor and Residential Education.

X. Alcohol and Other Drugs

As a Community Manager, I understand that illegal and/or irresponsible behaviors that include the use of alcohol or other drugs on or off campus may affect my CM status and lead to termination. Here is a sample list of expectations that will, if violated, result in termination from my CM position:

- A. All CMs in regard to alcohol and drugs:
 - i. I will not consume alcohol while on-duty or performing other duties in relation to my CM position.
 - ii. I will not possess, use, or produce false identification.
 - iii. I will not purchase or supply alcohol for persons under 21.
 - iv. I will not consume alcohol with underage staff members or students.
 - v. I will not possess or use illegal drugs.
- B. Underage CMs:
 - i. I will not possess, consume, or distribute alcohol per state law.
- C. CMs over 21:
 - i. I will not accompany any underage staff members or students to a bar or party and consume alcohol.
 - ii. I will not consume alcohol and then attempt to handle crisis situations. Instead, I will contact another CM to confront the situation if necessary.
 - iii. I will not purchase or supply alcohol for persons under 21.
 - iv. If after consuming alcohol on-campus or off-campus, I will go straight to my room and limit my interactions with others to an absolute minimum upon returning to Greek Village.
 - v. I will notify my supervisor if I have consumed alcohol and am not able to respond to an emergency situation when asked.
 - vi. I will exercise responsible drinking as an CM, and know that I am always a role model and mentor.

XI. Keys and Access

- A. I understand that the misuse or misplacing of master keys, USF ID cards, and any work-related keys, access, and housing-issued identification may result in progressive discipline, up to and including termination from the CM position.
- B. I will follow university policy in regards to identification card use and will not give my identification card to others.
- C. As part of my responsibilities, I agree to the terms listed in the KeyTrak Student Staff Agreement outlined below and understand that I am responsible for knowing the policies and procedures for using KeyTrak.
 - i. Keys are to be accessed only when necessary. Student Staff should only access keys deemed necessary by their position and supervisor. Failure to follow procedures regarding key access may result in documentation, probation, termination, criminal charges, and/or referral to the Office of Student Conduct and Ethical Development.
 - ii. Student Staff can only access keys after given permission from a professional or graduate staff member in the following situations:
 - Resident lock outs, given that the CM has verified the identity of the resident and that the temporary key is unavailable.
 - Access to emergency facilities equipment.
 - Mailroom keys, programming spaces, area offices, etc.
 - Other uses only as directed by a professional or graduate staff member.

- iii. Student Staff are not to enter a resident's room without that resident or a professional staff member present, unless directed to do so by a professional staff member. Any violation of this policy may result in immediate termination.
- iv. Keys should only be taken out when necessary and returned immediately after use. Lost keys may result in progressive discipline, up to and including termination, and/or referral to Office of Student Conduct and Ethical Development. The student staff member may also be responsible for cost associated with the lost key(s).
- v. KeyTrak lanyards must be worn around the neck at all times.

XII. Additional Policies

- A. I recognize that the CM position is security-sensitive and therefore requires successful completion of a background check prior to being hired.
- B. I understand that I must commit to a full academic year, and I do not intend to graduate prior to the conclusion of this agreement (May 2025).
- C. FERPA & Buckley Waiver: I authorize and consent to the release of my records which shall include my GPA, confirmation of enrollment, and conduct status at the University of South Florida for the purpose of verifying my qualifications for a Community Manager position.
- D. I understand that I am responsible for information to which I have access. This may involve following office policies regarding security access to paper documents, computerized files, student information, keeping printouts in locked cabinets (i.e. Room Condition Reports, rosters, etc.), periodically updating passwords, and ensuring that computer terminals are properly signed-off when not in use. I understand that I am responsible for protecting information, access passwords and complying with password management practices.
- E. I understand that as a staff member of Residential Education, I will have to perform specific duties with emergencies (i.e. weather-related, psychological, physical, etc.). I will follow all procedures outlined by Residential Education and/or my supervisor, and communicate with my supervisor if I am unable to fulfill emergency responsibilities.
- F. I will appropriately communicate emergency procedures and protocol to my community.
- G. I will direct residents to official university communication channels for all emergency updates, such as:
 - USF Emergency Management Website
 - Official memos from Housing & Residential Education
 - My supervisor or housing@usf.edu for questions
- H. I will be on time and fully participate in weekly staff meetings. I will also meet the deadlines prescribed by my supervisor.
- I. I will not speak to any media/communication outlet as a representative of the university or Residential Education.
- J. I will not misuse any Residential Education or Area Council funds.
- K. I will not accept personal gifts or donations. This includes, but is not limited to, accepting or taking items from students during closing.
- L. I will comply with all reasonable work-related requests of my supervisor.
- M. I will follow the additional expectations asked of me by my supervisor.
- N. I agree to follow all established protocols and expectations. This includes applicable Student Housing Addendums and all policies outlined in the USF Housing Contract Terms, Conditions, and Responsibilities.
- O. I understand that this agreement, or any part of this agreement, is subject to change at any time during my term.

XIII. Personal Conflicts of Interest

Introduction

The University of South Florida, Residential Education's mission is to promote the personal and academic development of students. To carry out this mission, all relationships between students and staff should be guided by the principles of professionalism, integrity, mutual trust and respect. Any relationship that calls these principles into question jeopardizes the ability of the university and our department to effectively carry out our mission and maintain public trust.

Statement of Consensual Relationship Policy

It is a violation of the Community Manager Agreement for any CM employee to engage in an amorous, dating or sexual relationship with a student/resident or another employee when one of the individuals involved has direct professional influence or is in a position to exercise authority over the other in any way.

A member of Residential Education is considered to have direct professional power or be in a position to exercise authority over another individual when they are in the position to do any of the following (these are examples, but this list is not necessarily exhaustive):

- Supervise a student or staff member in any capacity, including evaluating work performance and having the ability to hire or provide disciplinary sanctions to, including terminating, an employee.
- Influence a student's employment, graduate assistantship, housing, or any other university activity.
- Advise students on academic and personal issues.
- Document a member of the university community for alleged violations of the Code of Conduct.
- Have access to rooms and apartments through master keys.

Consensual relationships existing between individuals—neither of whom has direct professional influence or is in a position to exercise authority over the other in any way—are not prohibited by this policy.

Consensual relationships that may exist prior to establishing a direct authority relationship or that exist after establishing a direct authority relationship both require disclosure. A self-report must be made to the supervisor, who may be required to divulge the relationship to their supervisor. Once the Residential Education administration learns of a romantic or sexual relationship, whether through self-reporting or otherwise, it will take immediate steps to eliminate the power or authority of the one individual over the other. This may be accomplished by reassigning duties or responsibilities or requiring withdrawal from a committee or moving one of the persons involved to another community. Both parties are equally responsible for reporting the existence of the relationship to the appropriate supervisor as soon as a direct authority relationship exists. If the individuals involved fail to comply with this policy, or if the relationship is not self-reported, this may result in progressive discipline, up to and including termination from the CM position. If you are unsure as to whether any potential conflict exists, consult with your supervisor immediately.

Please refer to USF System Policy Number 1-022, Consensual Relationship Policy. Online location:

<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-1-022.pdf>

XIV. CM Reappointment

I understand that this appointment is a year-long appointment for the 2024-2025 academic year that I must apply for reappointment, and that reappointment is not guaranteed. Reappointment decisions are made by supervisors in consultation with the Director of Residential Education.

XV. Greek Village House/Room Assignment

I understand that Residential Education assigns me to a residence hall based on departmental needs and that reassignment may be necessary. I understand that I will be assigned a rent-free room during my tenure as a CM, which I agree to live in as a condition of my employment. In the event that I resign or am terminated from my position, I must follow all departmental policies and procedures regarding my student housing contract in regards to room changes or contract cancellations as outlined in the USF Housing Contract Terms, Conditions, and Responsibilities. This includes applicable Student Housing Addendums.

I will be provided \$120 biweekly throughout my employment contract period: **August 10, 2024 to May 12, 2025.**

XVI. Changes in Residence Hall Occupancy

Due to unforeseen circumstances, residence hall occupancy may unexpectedly decrease prior to or throughout the academic year. If this occurs, Residential Education may need to respond to this in one or more of the following ways:

- A. Release select or all CMs from their positions.
- B. Change the tools to promote student success initially provided to CMs.
- C. Change the positional responsibilities of individuals who remain in the CMs position and continue living on campus.

XVII. Separation from the Position

- A. I understand that I may be terminated from my position by Residential Education for unsatisfactory performance or breach of contract/agreement. I understand that I must vacate my assigned CM room no later than 72 hours after my date of termination or resignation, or at the time in which residence halls close, whichever is sooner. Residential Education does not have to provide me housing in the event of resignation or termination. If I separate from the CM position, I am ineligible to live in the same residential community that I supported as an CM.
- B. In case of employment termination, I have the right to appeal the termination decision. A written appeal is due no later than 48 hours from the date of termination to the staff member designated as the appellate in my termination letter.
- C. If, after accepting this appointment, I elect not to assume my duties or find that I am not able to perform the duties, it is my responsibility to immediately notify my supervisor, in writing, that I am resigning from my Community Manager position. By resigning from my CM position, I understand that I am also forfeiting my CM space in Greek Village for the 2024-25 academic year. If space is available, I will be responsible for applying for and signing a 2024-2025 Housing Contract if I choose to remain on campus.
- D. I understand this agreement is only valid in conjunction with the signing of a USF Housing Contract. I understand that this agreement is subject to the availability of funds and may be canceled if funds are not available or if the Greek Village, residence hall(s), or a part thereof is closed.

Dining

- E. As a tool to support student success and develop meaningful relationships with students, CMs receive a partial meal plan each semester. I understand that my meal plan and Dining Dollars will be cancelled on the day of my termination or resignation.
- F. I understand that, if I am terminated from my CM position, I may be asked to pay Residential Education for any excess Dining Dollars used. To determine this excess, the total number of Dining Dollars provided at the start of my employment will be converted to a daily amount based on the length of my tenure as an CM. If I spend more than my daily allotment of Dining Dollars prior to or immediately following my termination or resignation, I may need to pay Residential Education this difference.

I understand that my financial aid package may be impacted by CM compensation. I will contact the Financial Aid Office directly at (813) 874-4700 with specific questions about the impact of this position on my financial aid package.

I understand and agree to the expectations listed in this 2024-25 Community Manager (CM) Agreement.

Community Manager Printed Name

Community Manager Signature

Date