

# Resident Assistant Agreement 2018-19

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

## I. GPA/Credits

- A. I understand that I must maintain full-time student status at the University of South Florida and be progressing toward graduation to maintain RA eligibility.
- i. Full-time status is considered at least 12 undergraduate credit hours per semester or at least 9 graduate credit hours per semester.
  - ii. I must request an exemption in writing to the Director of Residential Education if I need to drop below full-time status.
  - iii. I must request an exemption in writing to the Director of Residential Education if;
    - I am an undergraduate student and I need to exceed 18 credit hours per semester, or
    - I am a graduate student and I need to exceed 12 credit hours per semester, or
    - I am a dually enrolled student in an undergraduate/graduate program and need to exceed 18 credits combined
  - iv. I understand that I must maintain a cumulative and semester GPA of at least 2.75
  - v. 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 RA, and if I fail to meet minimum GPA requirements after having received probation, I will end my employment as RA immediately. I will not be eligible for reappointment if my cumulative GPA is not at least 2.75 at the end of the spring semester.
    - If I am placed on probation I may be required to participate in an academic coaching program during my probation time to ensure I continue to remain successful academically.
    - Reinstatement to the RA position off of academic probation may be contingent upon successful completion of the academic coaching program.

## II. Training

- A. I will return to USF for fall training by **5:00pm on Saturday, August 4, 2018**. Training will begin on this date and will continue until the start of fall classes. For January training, I must return to campus by **12:00pm on Wednesday, January 2, 2019**. Training will begin on this date and will continue until the start of spring classes. Training in both the fall and spring are all-day commitments; therefore, RAs are strongly encouraged to take care of all personal and academic needs in advance of training periods. In addition, I may not be involved in other commitments (leadership, paid employment, etc.) during these times.
- B. I will fully participate in all staff training and development activities including summer 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.

- C. If I anticipate I may not be able to make any portion of fall or January training, I will submit a written request for an exception to the Director of Residential Education for approval. I understand that consideration will be given to written requests submitted no later than **Wednesday, April 25, 2018** for fall training, and no later than **Friday, October 12, 2018** for January training. I further understand that not all requests will be granted, and that I may need to decide between competing opportunities.

### **III. Availability/Outside Commitments**

I understand that availability to residents is intrinsic to fulfilling RA 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 hall 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 weekends in both the fall and spring semesters, and RA/CM selection weekend(s).
- 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 follow all guest policies and not have visitors for extended periods of time as this may interfere with my accessibility to my residents (real or perceived).
- E. Other paid employment, applied experiential activities, and significant club participation must be balanced with the time commitments of the RA 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, with no more than nine (9) hours of paid employment per week permitted. 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 RA'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. Long-term employment and outside commitments should have consistent hours throughout the semester to allow for consistency with RA responsibilities.
  - v. 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.
  - vi. Pairing student teaching internships, nursing practicums or internships that extend more than (credit/hours) with the RA position will not be allowed.

### **IV. Interpersonal and Learning-Centered**

As a Resident Assistant, 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 on the floor, and regularly interact with the hall/floor 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 regularly eat in the dining halls to engage with residents via intentional conversations.
- D. 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.
- E. I will know all residents on my floor 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 with intentional interactions and dialogue.
- F. I will ensure that residents understand my role and function as RA and establish a rapport, which allows residents to feel comfortable approaching me with ideas and concerns.
- G. 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 Housing & Residential Education.
- H. I will not participate in any form of gossip concerning residents and/or housing staff with hall residents, other RAs, Living-Learning Community partners, or supervisors, and will consider the time, place and manner in which I engage in conversations.
- I. I will maintain a positive working relationship with my supervisor, showing respect for him/her 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.
- J. I will communicate directly with fellow staff members and my supervisor in any situation where I feel that I am not being heard.
- K. I will not participate in any behavior that may be construed as undermining to the group dynamics of the hall staff.
- L. I will work collaboratively with my fellow staff members, Living-Learning Community partners and supervisor to resolve interpersonal conflicts.
- M. 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 her/him.
- N. 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.
- O. I will make residents aware of their roles and responsibilities in the community by explaining and utilizing the Community Standards.
- P. I will enforce policies consistently and without bias or malice.
- Q. I will keep residents informed of campus and hall activities, including posting notices and keeping materials current.
- R. 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.
- S. I will conduct community meetings as outlined in the Residential Curriculum and in accordance with my supervisor's expectations.

- T. I will support all Academic Initiative and curricular events that contribute to student learning in the residence halls by attending and encouraging residents to attend and participate. Curricular programs may also include events sponsored by LLC partners or Residential Education.
- U. I will support Week of Welcome events and other departmental events in both the fall and spring semesters (i.e. Tunnel of Oppression, House Calls, Choose A Better Word, 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 floor, hall, and community.
- V. I will inform my supervisor of community trends, issues, and learning opportunities through one-on-one conversations and the weekly report.
- W. I will support and attend events planned by other staff members, Hall Council, Residence Hall Association (RHA) and the National Residence Hall Association (NRHH). I will attend Hall Council meetings as expected by my supervisor.
- X. I will serve my staff, Living-Learning Community partners, and Residential Education 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 Housing & Residential Education.
  - ii. Taking a responsible and active role in the hall 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, etc.) in an appropriate manner.
  - viii. Maintaining good standing with the University, Housing & Residential Education, and the Student Code of Conduct.

#### **V. Living – Learning Communities (LLC RAs Only)**

I understand as an RA in a living-learning community there may be additional expectations I need to achieve in order to be a successful LLC RA. These expectations are outlined below:

- A. I will collaborate with my supervisor and LLC partner to integrate LLC goals/themes with those of the residential curriculum.
- B. Will provide my supervisor updates on the LLC dynamics and individual student experiences
- C. Work collaboratively with my supervisor and LLC partner to propose LLC expenses and/or purchases based on student needs.
- D. Attend monthly advisory board meetings with supervisor, LLC Partner, and Academic Initiatives team member.
- E. Respond to emails from the LLC Partner and CC my supervisor on these emails when related to LLC business in a timely manner.
- F. Attend LLC events as specified by my supervisor.

## V. Facilities and Operations

I understand that RAs play an important role in the management and operation of the residence halls and that my RA responsibilities include:

- A. Educating residents about maintenance and housekeeping roles and resident responsibilities, including the use of School Dude to submit work orders.
- B. Reporting facility concerns through School Dude requests and following emergency duty procedures.
- C. Educating residents about safety and security issues in and around the residential communities.
- 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/Apartment 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.

## VI. Duty

- A. Weekday duty shifts (Monday-Thursday) begin at 5:00pm and continue until 8:00am the following morning.
  - i. I may be outside of the hall/community between 5:00pm and 8:00pm, but only to eat at the closest on-campus dining hall facility.
  - ii. At 8:00pm, I understand that I must be in my hall/community until the conclusion of my duty shift.
  - iii. I understand that I cannot be in class 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, quiet hour rounds at or near 10:00pm, and a third set of rounds at or near midnight. 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 5:00pm I am able to visit the following areas: the library, Marshall Student Center, Campus Recreation, and on-campus dining facilities.
  - ii. At 5:00pm, I understand that I must be in my hall/community until the following morning or the conclusion of my duty shift.
  - iii. I understand I cannot be in class during duty shifts.
  - iii. I must carry the duty phone and be able to respond to any duty call within 10 minutes.
  - iv. 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, quiet hour rounds at or near 10:00pm, and a third set of rounds at or near midnight. 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 the Residential Education department as RA on duty.
- E. I understand that duty responsibilities rotate among staff according to hall/community needs. Additionally, weekday and weekend duty shifts may vary based on community and supervisor expectations. RAs 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. RAs should communicate any scheduling concerns to their supervisor as soon as possible.
- F. I understand that, as RA, I am expected to follow 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.
- 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 an RA 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, 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 cellular calls or text messages.

## **VII. Holidays/Breaks/Closings**

I understand that I share responsibility for staff coverage during break periods when residence halls and Greek housing are open (e.g., Thanksgiving, Spring Break).

- A. I understand that I may not leave the hall before **5:00pm on Sunday, December 9, 2018** for winter break or before **7:00pm on Monday, May 6, 2019** at the end of spring semester, and until all my closing responsibilities are complete and/or I am excused by my supervisor.
- B. I will have all vacation/travel plans approved by my supervisor in advance of making any reservations. If I depart from the residence hall prior to completion of my duties and before being officially released by my supervisor, I understand that I may incur disciplinary action up to and including termination.
- C. Housing & Residential Education operates several 12-month residence halls. As an employee of Residential Education, I may be asked to serve in an on-duty capacity during University holidays and break periods (for example, winter break), whether or not I am officially assigned to a 12-month hall.
  - i. When serving on-duty during break periods, I will adhere to the specific policies and procedures for break duty as outlined by a supervisor and the Department of Residential Education.
  - ii. I will be compensated by Residential Education for duty shifts outside the dates specified in this agreement.

## **VIII. Alcohol and Other Drugs**

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

- A. All RAs in regard to Alcohol and Drugs:
  - i. I will not consume alcohol while on duty or performing other duties in relation to my RA position.
  - ii. I will not possess/use/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/use illegal drugs.
- B. Underage RAs
  - i. I will not possess/consume/distribute alcohol per state law.
- C. RAs 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 RA to confront the situation if necessary.
  - iii. I will not purchase or supply alcohol for persons under 21.
  - iv. If after consuming alcohol outside of my room and/or off-campus, I will go straight to my room and limit my interactions with others to an absolute minimum upon returning to my hall.
  - 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 RA, and know that I am always a role model and mentor.

## **IX. 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 RA position.
- B. 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 Rights and Responsibilities.
  - ii. Student Staff access to keys is limited to:
    - a. Resident lock outs, given that the RA has consulted with the desk staff to verify the identity of the resident and that the temporary key is unavailable.
    - b. Access to emergency facilities equipment.
    - c. Mailroom Keys, Programming Spaces, Area Offices, etc.
    - d. Other uses only as directed by a Senior 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 the Office of Student Rights and Responsibilities. 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.

## **X. Additional Policies**

- A. I recognize that the RA position is security-sensitive and therefore requires successful completion of a background check prior to being hired.
- B. I will follow University policy in regards to identification card use and will not give my identification card to others.
- C. 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 Resident Assistant (FERPA/Buckley Waiver).
- D. I understand that I am responsible for information to which I have access. This may involve establishing office policies regarding security access to paper documents, computerized files, keeping printouts in locked cabinets (i.e. RCRs, 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 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 be on time and fully participate in weekly staff meetings. I will also meet the deadlines prescribed by my supervisor.
- H. I will not speak to any media/communication outlet as a representative of the University or Housing & Residential Education.
- I. I will not misuse any Residential Education or hall council funds.
- J. I will not accept personal gifts or donations. This includes, but is not limited to, accepting or taking items from students during closing.
- K. I will comply with all reasonable work related requests of my supervisor.
- L. I will follow the additional expectations asked of me by my supervisor.
- M. I agree to follow all established protocols and expectations.
- N. I understand that this agreement, or any part of this agreement, is subject to change at any time during my term.

## **XI. 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 Resident Assistant Agreement for any RA 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 he or she is 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 building. 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 RA 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>

### **XII. RA Reappointment**

I understand that this appointment is a year-long appointment for the 2018-2019 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.

### **XIII. Hall/Room Assignment**

I understand that Residential Education assigns me to a residence hall based on departmental needs and that, in rare cases, reassignment may be necessary. I understand that I will be assigned a rent-free room 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.

**XIV. Termination**

- 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 RA room no later than 72 hours after my date of termination or resignation. Housing & Residential Education does not have to provide me housing in the event of resignation or termination. In addition, I may be asked, depending on usage, to repay to Housing & Residential Education the prorated rate amount of my meal plan that should be remaining as of the date of my appointment termination/resignation.
- B. In case of employment termination, I have the right to appeal the termination decision in writing to the Director of Residential Education. A written appeal is due to the Director no later than five (5) business days from the date of termination.
- 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 Resident Assistant position. By resigning from my RA position, I understand that I am also forfeiting a space in the residence halls for the 2018-2019 academic year. If space is available, I will be responsible for applying for and signing a 2018-2019 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 residence hall(s) or a part thereof is closed.

Dining

- A. I understand that my meal plan and Dining Dollars will be cancelled on the day of my termination or resignation.
- B. I understand that 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 the semester will be converted to a daily amount based on the length of the semester. If I spend more than my daily allotment of Dining Dollars prior to my termination or resignation, I may need to pay Residential Education this difference.

I understand and agree to the expectations listed above. I also understand that I can access the 2018-2019 Resident Assistant Agreement by visiting the Housing website: <http://www.housing.usf.edu/about/employment/ra/>

**Resident Assistant Printed Name**

**Supervisor Printed Name**

**Resident Assistant Signature**

**Supervisor Signature**

**Date**

**Date**