I, _______________________________, hereby accept the position of Apartment Living Assistant (ALA) for the 2016 Spring Semester (January 19, 2016 – May 31, 2016). I agree to fullfill the duties of the position as defined by Residence Life & Dining Services.

Residence Life and Dining Services Mission Statement and Values
Residence Life and Dining Services strives to create an inclusive living and dining environment for students, families and the campus community by providing a healthy and memorable educational setting which fosters academic and personal growth.

- Safety & Security
- Health & Wellness
- Service
- Civic Engagement
- Care & Inclusion

- Support
- Diversity
- Community
- Education
- Sustainability

Position Requirements
As an Apartment Living Assistant, I understand, I must:

- Maintain a minimum semester GPA of 2.5 and a cumulative GPA of 2.5 throughout your employment as a student staff member (3.0 graduate; 2.0 pharmacy and law).
  - I understand if I fall below the minimum GPA and credit hour requirements, I may be granted one semester on probation. (Only one semester will be granted during tenure as ALA.) Failure to meet the requirements after probation may result in termination.
- Have earned 24 credit hours by the time of employment.
- Lived at least one semester within RLDS housing (preferred, not required).
- Be enrolled as a full-time student (12 hours undergraduate; 9 hours graduate).
- Not exceed 16 credit hours per semester without the prior approval of the Assistant Property Manager.
- Be available to work over University Breaks.
- Be in good standing financially, academically, and judicially with Residence Life & Dining Services and the University of Wyoming.
- Be available from 5-7 p.m. each Monday evening of the semester for staff meetings.
- Be available for training sessions each semester (see Responsibilities).
- Sign a housing lease with RLDS.
  - I understand that this agreement is subject to the availability of funds and may be canceled if the apartment complex or a part thereof is closed.

Major Position Components
As an Apartment Living Assistant, I understand, I will:

Community Development
- Participate, be engaged and visible—It is important to be prepared, engaged and present within staff functions and the community.

- Fulfill all aspects outlined in the UW Apartment Community Development Model.

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• Be available and accessible to residents, spend adequate time in the community, and have at least one significant interaction with each apartment unit per semester.
• Create an inclusive and welcoming environment for all students.
• Plan and implement regular community events in accordance with the UW Apartment Community Development Model and the Departmental Values.
• Participate in staff collateral assignments.
• Keep residents informed of campus and departmental activities by posting fliers and directly communicating with all residents.
• Role model positive personal, academic, and job-related behaviors.
• Portrays a positive attitude, enthusiasm, and pride for the ALA position.

• Perform other duties as assigned.

**Administrative and Desk**

- Attend training.
  - Winter training will begin January 19, 2016.

- All ALAs are required to have vacation days approved by my supervisor. A maximum of 3 vacation days a month are provided, and must be approved at least 48 hours in advance. ALAs can accrue up to 7 days of vacation to be used at a later date.
  - Vacation cannot be taken on the following days:
    - June 30, 2015: Traditional Apartment Closing
    - July 31, 2015: Bison Run Village Closing
    - August 1-2, 2015: Traditional Apartment Opening
    - August 15-16, 2015: Bison Run Opening

- Work ten hours of desk shifts as established by the Department and my supervisor.
  - ALAs shifts include: Monday-Friday 8:00 a.m.-10:00 p.m.; Saturday-Sunday 10:00 a.m.-10:00 p.m.
  - Desk will be closed: MLK Jr. Day, and Memorial Day.

- Be available to work during holiday/break periods when residence halls are open.
  - All vacation/travel plans must be approved in advance by my supervisor.
  - Desk will operate on shortened hours during University breaks.

- Assist with all administrative, facility and operational tasks required as designated by UW Apartment Managers.
  - Examples include but are not limited to: check-ins, check-outs, paperwork, Health and Safety Inspections, etc.

- Perform other duties as assigned.

**Policy Enforcement**

- Serve in an on call rotation for the apartments and perform duty functions as established by the Department and my supervisor to enforce policies, ensure safety and serve as a resource to community.
  - ALAs will hold the phone from 5 p.m.-8 a.m. Monday-Friday and 24 hours on the weekends and during university closures and breaks, and must remain within the Laramie City limits while on-call.

- Review, understand and uphold all items outlined in the departmental Policies and Procedures and ALA Manual for addressing situations within the community, which includes confronting, reporting and following up with appropriate people. It is necessary to report all safety, security, health and behavioral concerns.

- Adhere to all Federal and State Laws as well as University and Departmental policies (as outlined in the Policies and Procedures, Code of Conduct and Employee Handbook) whether I am on or off campus.
  - Alcohol/Drug Related Examples
    - If you are under the legal drinking age, you cannot consume alcohol.
• If you are over the legal drinking age, you can have/consume alcohol within your apartment in accordance with the Policies and Procedures.
• If you are over the legal drinking age, you cannot consume alcohol before or while on duty or performing other duties in relation to my ALA position.
• I will not possess/use illegal drugs.

  o Safety and Security Examples
    ▪ I will not misuse my WyoOne ID, room lock combo, master keys or card access system to the UW Apartments and/or residence halls.
    ▪ I will be present for all duty and desk shifts.
    ▪ I will be fiscally responsible with funding and resources provided by the department.
    ▪ I will not speak to any media/communication outlet as a representative of the University or Residence Life & Dining Services.
    ▪ I will not provide transportation to any residents.
    ▪ I will not take personal property of residents or items/supplies purchased by RLDS. This includes but is not limited to: abandoned property, items in the lost and found, and program and office supplies.

  o Other
    ▪ I will not sponsor, lead or otherwise engage in any fundraising activity that is intended to benefit RLDS staff members. (i.e. no fundraising where proceeds benefit dinners, vacations, etc.)

  o UW Conflict of Interest/Conflict of Commitment
    ▪ A conflict of interest occurs when any employee of the University is in a position to affect significantly the business transactions of the University with an organization in which the employee has an interest. University employees have a duty to disclose any such conflict or any set of circumstances which may give the appearance of conflict of interest.
    ▪ A conflict of commitment arises when professional service or research contracted outside the University, consultations or other outside activities (e.g., outside teaching or business) of an employee interferes with the main duties to students, colleagues, and the primary missions and policies of the University. Conflicts of commitment primarily involve questions of obligation and effort, but are often tied to financial payment or other incentives and, in such cases, may also constitute conflicts of interest.
    ▪ Conflicts of interest and conflicts of commitment may constitute a breach of the employment contract and, if not properly disclosed and eliminated or managed in accordance with UW Regulations and Presidential Directives, will result in appropriate sanctions, including the termination of employment, if warranted.

• Perform other duties as assigned.

Staff Function and Interaction

  ▪ Not exceed more than a total of 15 hours of non-academic activities.
    o Recognizing that the ALA position comes second only to academics, all non-academic activities (including jobs and clubs/orgs) must be pre-approved by my supervisor.
    o Recognizing some academic programs/scholarships require “out of class/after-hours” time (i.e. Student Teaching, ROTC, Performing Arts, Athletics, etc.), these commitments need to be discussed in advance with the Assistant Property Manager.

  ▪ Support Residence Life, my staff team, and the UW Apartment staff.
    o I will maintain a positive working relationship with my supervisor. I will keep my supervisor informed of relevant issues, provide feedback as appropriate, and accept feedback in a professional manner.
    o I agree to perform all administrative functions that the Property Manager or Assistant Property Manager deems necessary.
    o I will maintain a positive working relationship with my fellow staff members and other RLDS staff. Should any concerns arise, I will tactfully discuss concerns with the staff member and my supervisor. I will express my ideas in a meaningful way to resolve interpersonal conflicts.

  ▪ Accept that I may be required to share an apartment with a staff member of the opposite gender.
- Perform other duties as assigned.

**Compensation**

As a part of the employment of being an Apartment Living Assistant, Residence Life & Dining Services, will provide:

- A furnished apartment
- A monthly stipend of $375.00 per month (total = $4500); A monthly stipend of $400.00 per month (total= $4800) for returning ALAs who have completed two full semesters (*summer equals one semester*)
- $150 Dining Dollars in each fall and spring semesters

**Reappointment**

I understand that this appointment is only for the 2016 spring academic semester and I must apply for reappointment. Reappointment is not guaranteed as it is contingent on my work performance and departmental needs.

**Termination**

I understand that unsatisfactory performance or breach of agreement can lead to termination of my position. If, after appointment, I elect not to assume my duties or find I am unable to perform said duties, I must notify my supervisor immediately in writing that I am resigning from my position.

**Agreement**

I have read and acknowledge the Apartment Living Assistant Agreement. By signing this agreement, I understand all that is expected and require of me as an Apartment Living Assistant. I also understand I am giving permission to the Department of Residence Life & Dining Services to access my academic and discipline records and to discuss information relevant to my employment.

I acknowledge and accept that failure to meet the expectations outlined in this agreement may result in probation or termination.

This Apartment Living Assistant Agreement may not fully outline all job responsibilities; additional responsibilities will be communicated with me by the Residence Life and Dining Services staff within training and throughout the year.

Signature of ALA

Date ____________________________

Print Name of ALA

Signature of Executive Director or Designee

Date ____________________________

Print Name of Executive Director of Residence Life or Designee