



# RESIDENT ASSISTANT AGREEMENT 2017-2018

I, \_\_\_\_\_, hereby accept the position of Resident Assistant for the 2017-2018 academic year. I agree to fulfill the duties of the position as defined by Residence Life & Dining Services and this agreement.

\_\_\_\_\_ Residence Halls RA (agreement term August 13, 2017 – May 13, 2018)

\_\_\_\_\_ Apartments RA (agreement term August 13, 2017 – May 31, 2018)

## **Residence Life & Dining Services Mission Statement and Values**

Residence Life & 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.

**RLDS Values:** Safety & Security, Health & Wellness, Civic Engagement, Care & Inclusion, Support, Diversity, Community, Education, Sustainability, Customer Service, Fiscal Responsibility, Leadership, Quality

## **Position Requirements**

As a Resident Assistant, I understand, I will be expected to:

- Maintain a minimum semester GPA of 2.5 **and** a cumulative GPA of 2.5 throughout employment as a Resident Assistant (3.0 graduate, 2.0 pharmacy & law).
  - Incoming new RAs must have a 2.5 cumulative GPA at the time their employment begins. If the required cumulative GPA is not reached, the employment offer may be rescinded or deferred to a later semester.
  - Failure to meet GPA and/or credit hour requirements will result in RAs being placed on probation for one semester. Failure to meet the requirements after probation may result in termination. As the GPA requirement is an eligibility requirement of the RA position, incoming new RAs are not eligible to be placed on probation during their first semester.
  - The probationary period for Fall grades will extend through the following Spring semester. The period for Spring grades will extend through the following Fall semester. Because the RA position is an academic year appointment, Summer term grades will not result in RAs being placed on probation.
  - In determining GPA and credit hour requirements, only institutional (UW) grades and enrollment shall be considered. This means that transfer GPAs or non-UW enrollment do not factor into these academic requirements.
  - Earning a semester GPA below 1.5 may result in termination or rescinding of RA offer.
- Be enrolled as a full-time student (12 hours undergraduate; 9 hours graduate).
- Not exceed 16 credit hours per semester without prior approval of a Residence Coordinator.
- Have lived one semester within on-campus housing (preferred, not required).
- First-semester freshmen and students under the age of 18 are not eligible to serve as RAs.
- Potentially complete and be expected to pass a criminal background history check.
- Have a positive financial, academic, and student conduct status with Residence Life & Dining Services and the University of Wyoming.

- Be available from 6-8 p.m. each Monday evening of the semester for RA staff meetings.
- Be available for training sessions each semester (see *Major Job Components*).
- Sign a housing contract or apartment lease with Residence Life & Dining Services.

## **Major Job Components**

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### **Community Development**

- Participate, be engaged and visible.
  - Be prepared, engaged, and present within staff functions and the community.
  - All RAs are required to have “nights away” approved by the Residence Coordinator. A maximum of five nights away a month are permitted, and must be approved at least 48 hours in advance. All scheduled shifts must be covered.
    - Vacation cannot be taken on the following days:
      - August Training—August 13, 2017 to August 30, 2017
      - Winter Training—January 16, 2018 to January 22, 2018
- Fulfill all aspects outlined in the *Community Development Model*.
  - Be available and accessible to residents, spend adequate time on the floor, and regularly interact with the hall/floor community.
  - Create an inclusive and welcoming environment for all students.
  - Plan, implement, and document regular programming in accordance with the *Community Development Model* and the *Departmental Values*.
  - Support Community Senate, the Residential Housing Association, and National Residence Hall Honorary.
  - Keep residents informed of campus, Departmental, and hall activities by posting flyers and directly communicating with all residents.
  - Have and report effective and meaningful Intentional Conversations with residents.
  - Participate and assist with Cowboy Connect, Homecoming, Admissions events, and other designated University programs.
  - Participate in staff collateral assignments (determined by Residence Coordinator).
  - Perform and report Early Alert academic follow-up with residents.
  - Role model positive personal, academic, and job-related behaviors.
  - Demonstrate a positive attitude, enthusiasm, and pride for the RA position.
- Perform other duties as assigned.

### **Staff Function & Supervisor Interaction**

- Support Residence Life & Dining Services, Residence Education, and staff team.
  - Maintain a positive working relationship with supervisors and keep supervisors informed of relevant issues, provide feedback as appropriate, and accept feedback in a professional manner.
  - Perform all administrative functions that the Residence Coordinator deems necessary such as check-in/check-out, room condition sheets, weekly reports, etc.
  - Maintain a positive working relationship with fellow staff members, other RLDS staff, and UW faculty and staff.
  - Tactfully discuss concerns with staff members and supervisor and express ideas in a meaningful way to resolve interpersonal conflicts.
  - Assist with Departmental student staff selection and recruitment efforts.
  - Consistently demonstrate behavior characterized by integrity; this includes, but is not limited to, providing accurate and true information on all documentation and communication within RLDS.
- Not to exceed more than a total of 10 hours of non-academic activities.
  - Recognizing the RA position comes second only to academics, all non-academic activities (including additional employment and clubs/orgs) must be pre-approved by the Residence Coordinator.

- Recognizing if job performance suffers due to non-academic involvement, Residence Coordinator can require limitations to involvement.
- 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 Residence Coordinator.
- Perform other duties as assigned.

### **Administration & Desk**

- Attend training.
  - Training will begin August 13, 2017 and will continue through the first day of classes on August 30, 2017.
  - Winter Training will begin January 16, 2018 and will continue through the first day of classes on January 22, 2018.
- Work nine hours of desk shifts as established by the Department and Residence Coordinator.
  - Residence Hall RA shifts include: 8:00am-2:00am daily.
  - Apartment RA shifts include: Monday-Friday 8:00am-10:00pm; Saturday-Sunday 10:00am-10:00pm.
- Be available to work during holiday/break periods when communities are open.
  - All vacation/travel plans must be approved in advance by the Residence Coordinator.
  - Residence Hall RAs:
    - Thanksgiving/Spring Break: Duty and desk coverage expected
    - Winter Break: All RAs are required to stay until all closing responsibilities are complete and excused by the Residence Coordinator.
      - Winter Break duty and desk coverage will be determined within the fall semester. Residence Hall RAs staying will be paid for daily coverage.
  - Apartment RAs:
    - Thanksgiving/Spring Break: Duty and desk coverage expected
    - Winter Break: Duty and desk coverage will continue for the duration of Winter Break. All Apartment RAs will be expected to work parts of this break period. Specific schedules will be determined within fall semester.
- Assist with all administrative, facility and operation tasks within the building as designated by the Residence Coordinator.
  - Including but not limited to: check-ins, check-outs, paperwork, health and safety inspections, Early Alert checks, etc. that are required at throughout the year.
- Monitor UW email account and RLDS mailbox daily for work-related messages, and respond within one business day.
- Communicate professionally and appropriately with all residents, prospective residents, and UW staff/faculty as an RLDS representative.
- Review, understand, and uphold all items outlined in the *Resident Assistant Training and Resource Manual* and the *Desk Assistant Manual* for performing desk functions and addressing issues and needs in the community.
- In the course of performing their duties, RAs have access to and are made privy to sensitive and confidential student information. RAs must maintain the security and confidentiality of this information by not divulging information to any person unless in accordance with the Family Educational Rights and Privacy Act (FERPA).
- Perform other duties as assigned.

### **Policy Enforcement**

- Serve on call and perform duty functions as established by the Department and Residence Coordinator to enforce policies, ensure safety, and serve as a resource to the community.
  - RAs will hold the phone from 8 p.m. to 8 a.m. Monday-Friday (Residence Hall RAs), from 5 p.m. to 8 a.m. Monday-Friday (Apartment RAs), and 24 hours on weekends and during University closures and breaks.

- RAs must be “in community” while on call, with the exceptions of 8 a.m. – 8 p.m. on weekends, during which RAs must remain within 10 minutes of campus while on call.
- Review, understand, and uphold all items outlined in the *RLDS Policies and Procedures* and the *Resident Assistant Training and Resource Manual* for addressing situations, which includes confronting, reporting, and following up with appropriate people. It is necessary to report all safety, security, health and behavioral concerns. Specifically, RAs must report any and all threats or incidents of violence (including self-harm) or sexual misconduct immediately and in-person or by phone to their supervisor or the Live In On Call (LOC).
- Serve as a positive role model through all internet activity and computer-related communications including, but not limited to, instant messaging, online journals, texting, social networking sites, mobile applications, and email communications.
- Adhere to all Federal and State Laws as well as University and Departmental policies (as outline in the *RLDS Policies and Procedures*, *Code of Conduct* and *Resident Assistant Training and Resource Manual*) whether on or off campus.
  - RAs will be held responsible for violations of the *RLDS Policies and Procedures* or *Code of Conduct*. Cases will be adjudicated in accordance with the University conduct process, and applicable outcomes and sanctions shall be assigned independently of any applicable job action, which may include termination of employment.
  - Alcohol/Drug Related Examples
    - If under the legal drinking age, RAs will not consume alcohol.
    - If over the legal drinking age, RAs can have/consume alcohol in accordance with the *RLDS Policies and Procedures* (alcohol not permitted in Washakie halls).
    - If over the legal drinking age, RAs will not consume alcohol before or while on duty or performing other duties in relation to the RA position.
    - RAs will not possess/use illegal drugs.
  - Safety and Security Examples
    - Be present for all duty and desk shifts.
    - Be fiscally responsible with funding and resources provide by the department.
    - RAs will not provide transportation to any residents.
    - RAs 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 supplies.
  - RAs will not speak to any media/communication outlet as a representative of the University or Residence Life & Dining Services. Media inquiries should be directed to one’s supervisor or other professional staff member.
  - Unauthorized use or misuse of a WyoOne ID, lock combinations, regular or master keys, or card access systems to the residence halls and/or UW Apartments is prohibited. Examples of unauthorized use includes:
    - Leaving master keys or lock combinations in unsecured locations
    - Entry into a room, apartment, or other areas of a facility for purposes other than legitimate staff business
    - Using a master key or encoding a card to obtain access to a room or apartment without prior authorization from a Residence Coordinator or other professional staff member
    - Lending, borrowing, or duplicating of University keys or access cards to anyone other than another staff person or emergency personnel for the purposes of carrying out staff responsibilities
  - 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.
  - RAs must refrain from actively promoting non-academic organizations to which they may belong, hosting organization meetings, fundraising, or otherwise soliciting to other students while in UW residential communities or while being viewed in the capacity of a staff member.
  - Given the role of the RA as an authority figure within the residential communities, conflicts of interest may also arise between an RA and another residential student or UW staff member. RAs are expected to report to their supervisor relationships which might constitute a conflict of interest with their RA duties. Examples may include, but are not limited to, siblings, significant others, etc.
  - 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.

## **Compensation**

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As a part of the employment of being a Resident Assistant, Residence Life & Dining Services, will provide the following compensation:

### **Residence Hall RAs:**

- A single room (approximate \$6,330.00 value).
- "Any 15" access meal plan during the academic year (approximate \$5,028.00 value).
- Monthly stipend of \$68.75 per month for first-year RAs; monthly stipend of \$87.50 per month for returning RAs who have completed two full semesters
- \$250/year Dining Dollars (\$125/semester)

### **Apartment RAs:**

- Furnished apartment (approximate \$456.00 to \$987.00 value per month)
- Monthly stipend of \$375.00 per month for first-year RAs; monthly stipend of \$400.00 per month for returning RAs who have completed two full semesters
- \$150 Dining Dollars in each fall and spring semesters

## **Reappointment**

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I understand this appointment is only for the 2017-2018 academic year and I must apply for reappointment. Reappointment is not guaranteed as it is contingent on my work performance and Departmental needs.

## **Termination & Resignation**

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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.

- Termination from the RA position may affect eligibility to continue or assume further employment within RLDS.

- Resignation from the RA position prior to the end of the contract year may affect eligibility to be considered for future employment within RLDS.
- Separation from the RA position prior to the end of the contract year, whether due to resignation or termination, will result in the loss of compensation. Departing RAs will be given 72 hours from the end of employment to vacate the RA room, and will be responsible for any housing or dining costs incurred thereafter. The final RA monthly stipend will be prorated based on the last day of employment.
- Prohibited Conduct: Examples of behavior which will likely result in termination includes, but is not limited to:
  - Behavior that is not characterized by integrity
  - Activities that threaten the life or safety of the community
  - Conduct that compromises a welcoming and inclusive community
  - Violation of state, local, or federal laws
  - Use of alcohol by staff members under the age of 21
  - Use of alcohol and/or illegal drugs, regardless of age, while being viewed in the capacity of a staff member
  - Severe and/or public intoxication
  - Misuse or unauthorized use of any access system (card encoding, hard keys, room combinations, etc.)
  - Misuse or unauthorized use of Department procurement card, University property, or other State resources

**Agreement**

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I have read and acknowledge the Resident Assistant Agreement. By signing this agreement, I understand all that is expected and required of me as a Resident 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 eligibility for employment. I understand that this agreement is subject to the availability of funds and may be canceled if the residence hall(s), or a part thereof, is closed, or if Departmental needs change. I acknowledge and accept that failure to meet the expectations outlined in this agreement may result in corrective action or termination. This Resident Assistant Agreement may not fully outline all job responsibilities; additional responsibilities will be communicated to me by the Residence Education staff throughout the agreement term.

\_\_\_\_\_  
Signature of Resident Assistant

Date \_\_\_\_\_

\_\_\_\_\_  
Print Name of Resident Assistant

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Signature of Associate Director of Residence Education or Designee

Date \_\_\_\_\_

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Print Name of Associate Director of Residence Education or Designee