RESIDENT ASSISTANT AGREEMENT 2015-2016

Terms and Conditions of Employment

PERIOD OF EMPLOYMENT: August 9, 2015 - May 14, 2016

The Office of Residence Life is dedicated to providing learning and living environments to residential students that are congruent with students' needs and consistent with the mission statement of the University. Resident Assistants (RAs) are crucial to the success of these goals. RAs are the University’s representatives to resident students and consequently, have broad responsibilities extending to all areas of the students’ physical, social, academic, and emotional well-being. As such, the Office of Residence Life expects that students accepting these positions will be exemplary role-models both in their conduct on and off campus and will follow all university and housing policies.

Terms of Employment:

I. Community Building

1. Be available to students, even when not on duty both during the week and on weekends. The RA should be in their room a minimum of three (3) nights a week, and one (1) weekend a month. When possible the RA should have an open door so residents know the RA is present and feel welcome to stop in.
2. Support University academic mission and support resident student’s academic success.
3. Engage students in learning opportunities outside of the classroom.
4. Maintain hall decorations and bulletin boards with up to date relevant information.
5. Meet the goals established by the Office of Residence Life concerning community curriculum within the floor/area/building.
6. Manage and mediate conflict among residents.
7. Facilitate completion of the Roommate Agreement and follow up as needed.
8. Facilitate completion of a floor/area-wide Social Living Agreement.
9. Serve as a resource person and makes appropriate referrals while promoting full cooperation with all University offices.
10. Plan floor and area-wide activities based on student’s developmental needs and interests.
11. Create opportunities for students to make connections with other students, staff and faculty.
12. Follow approved guidelines for obtaining funding for activities, including but not limited to submission of receipts and documentation of participation.
13. Promote campus activities and events to residents.
14. Encourage and promote concepts of community and respect for difference and respect for others.
15. Create inclusive communities through activities, language and role modeling. Advocate for all students, especially those from underrepresented populations.

II. Duty Procedures

1. Participate in a scheduled duty rotation. The number of nights you will serve on duty depends on the size of the staff.
Duty Hours:

a. Duty Hours between Sunday-Thursday are from 7 p.m. until 7 a.m. the following morning.

b. Friday night duty begins at 7 p.m. and goes until Saturday at 7 p.m. Saturday duty begins at 7 p.m. and goes until Sunday at 7 p.m.

c. RA on duty must pick-up the duty cell phone by 7 p.m. for the start of duty and must return the phone the following day by 9 a.m.

d. All staff members on duty must be back in the building by 7 p.m.

e. All staff members on duty must call in to the RC on duty by 7 p.m.

f. Saturday-Sunday or on holiday/university closings, staff are allowed to be on campus (outside of their building/area) between 7 a.m. - 7 p.m. RA Staff members must contact RC on duty to inform them of their whereabouts and check-in upon their return to the building. RA Staff members must be available by the duty cell phone at all times.

g. RA staff members are not permitted to leave campus while on duty.

2. Duty Requirements are as follows:

a. 7:00 p.m. - 9:00 p.m. - RAs must pick up the duty cell phone, check in with RC and be in their room with the door open.

b. 9 p.m. - 1 a.m. (Sunday-Thursday) - RAs will serve duty in the staff office

c. 9 p.m. - 2 a.m. (Friday & Saturday) - RAs will serve duty in the staff office

3. Post your name(s), room number(s) and contact number for Safety & Security on the staff office door, your room door and/or floor bulletin board. All residents should be able to contact the RA on duty immediately.

4. Conduct three (3) complete duty rounds of your area Sunday – Wednesday and four (4) complete rounds of your area Thursday – Saturday night, recording each round on the Duty Log. All exterior doors should be checked to be sure they are closed and locked. All problems or concerns and how they are handled, should be noted in the Duty Log. Duty Log’s should be emailed to the staff, RC on duty, direct supervisor and professional staff by the close of duty shift.

5. When on duty, be accessible by the duty cell phone. While in the office, the office phone is to be used for RA duties only. Phone lines must stay open for emergencies and should not be used for personal use.

6. Changes in the duty schedule must be submitted and approved by the Residence Coordinator at least 48 hours in advance.

7. In case of an emergency situation, (snow closings, floods, natural disasters, blackouts, campus disturbances or special events, etc.) all staff members are expected to be available to assume weekend duty model for additional duty as needed/assigned by the Office of Residence Life.

8. The Directors will determine if skeletal duty coverage is necessary for vacation periods (i.e.: Thanksgiving, Spring Break) and select staff to assume that duty coverage. Compensation or meals will be provided if the University dining facilities are closed during these time periods. The on-call staff for the day of hall openings must be available by duty cell phone an hour prior to the building opening.

9. All staff members are expected to be on duty during fall check-in days, the night of break closings, the morning of openings and the last night of final exams. The staff will assist their supervisor with residence hall opening and closing procedures each semester; abide by the hall closing schedule, vacating only after your closing responsibilities are completed and the staff are released by the supervisor. Staff serving on hall opening duty must check in with the RC on duty an hour prior to the official hall opening time (ex. check-in at 11:00am for 12:00pm opening).
III. Administrative Responsibilities

1. Attend weekly staff meeting (every Tuesday, 12:30 - 2:15 p.m.) and bi-monthly one-on-one meeting with supervisor.
2. Submit weekly reports to supervisor according to established deadline (if applicable).
3. Check e-mail daily, and check voicemail and mailbox in the Resource Room of Kanbar Campus Center at least three (3) times a week and post all information and notices in a timely manner. Respond to all requests for information within 24 hours of request. Remove all signs within 48 hours of the end of an event.
4. Participate in mandatory fall and winter staff trainings, in-service training sessions, new staff orientation, workshops, and meetings as scheduled. Permission to be excused will be granted if there is an emergency.
5. Attend monthly in-service trainings. Staff must receive approval to be excused from In-service trainings by the Area Coordinator for Residence Education (or a designee) at least 1 week prior to the staff in-service. Permission to be excused will be granted if there is an emergency. The AC and Directors reserve the right to ask for supporting documentation for any absence.
6. Participate in Welcome Week (attend activities, partner with welcome team units, be on campus and available to students, and all other duties as assigned).
7. Exercise proper care for all University keys, manuals, identification cards, telephones, first aid equipment and other materials issued by the Office of Residence Life.

IV. Facility Maintenance

1. Assist residents with submitting work orders for all maintenance/furniture/housekeeping needs in area.
2. Complete work orders for any facilities concerns in common areas and communicate with the area supervisor that those work orders have been submitted.
3. Apprise supervisor of damage to university property including fire equipment, alarm systems, common areas and bathrooms.
4. Assist in preparation of halls for student occupancy by supervising student signatures on room condition reports, coordinate initial distribution of keys, update student rosters and notify supervisor of withdrawals, unauthorized occupancies and no-shows.
5. Conduct health and safety inspections as directed, generally twice a semester.
6. Help students facilitate approved room changes by properly checking them in or out of their rooms through RCRs and key cards.
7. Assist students when locked out of their rooms and follow appropriate documentation procedures.
8. Distribute break and closing information by the deadlines set forth by Office of Residence Life. Conduct floor meetings prior to each break to share pertinent information and answer questions.
9. Be available for hall openings and closings to assist with check-in and check-out procedures.
10. Participate in planned fire drills.

V. Policy Enforcement and Safety

1. Know and interpret the rules, regulations, and policies of the University.
2. Know, adhere to, and enforce the rules, regulations, and policies of the Office of Residence Life as outlined in the Philadelphia University Staff Residence Life Staff Manual and University Student Handbook.
3. Maintain an atmosphere conducive to academic work.
3. Respond to crisis/emergency situations and refer situations to RC on call when appropriate.
4. Respond to disciplinary situations/Community Standard violations arising in the area.
5. Utilize the appropriate forms when documenting disciplinary situations.
6. Conduct any necessary follow up with residents and assist as needed with the proceedings of the University judicial system.
7. Submit incident reports and other documentation by 9 a.m. the following morning after an incident or by 9am Monday morning for weekend incidents. Complete appropriate follow-up work with your supervisor. Reports should be complete and accurate.
8. Adhere to the guidelines and duties as outlined in the Resident Assistant Key Agreement. Loss or misuse of the staff issued keys may result in termination.

VI. Leadership and Staff Support

1. Conduct floor/area meetings with residents during the opening weeks of each semester to discuss Residence Life and University policies.
2. Identify and encourage potential leaders to become involved in the community and to develop his/her leadership skills.
3. Empower residents to take ownership of ideas and implement them.
4. Conduct monthly floor meetings, and/or as the need arises, to provide necessary information and to plan activities.
5. Participate in staff evaluation, RA Selection, and Housing Selection processes.
6. Contribute to effective lines of communication. Maintain an informal, open channel of communication with RC, other staff members, central office staff and work to foster a staff team.

VII. Staff Development

Please be aware that staff is expected to complete the following staff training to be eligible to carry out their duties as a Resident Assistant:

1. **New Staff Orientation**- Friday, May 1, 2015 from 6-8:30 p.m.
2. **Fall Training- Tentative Dates:** August 9, 2015 - August 23, 2015
3. **January Training- Tentative Dates:** January 8-12, 2016
4. **Staff Meetings:** Every Tuesday, 12:30-2:15 p.m.
5. **Monthly In-Service Trainings:** One Tuesday a month, 12:30-2:15 p.m.

VIII. Eligibility & Terms of Employment

1. Resident Assistants must maintain a 2.5 GPA and should not exceed a course load of eighteen (18) credit hours per semester. The Directors must approve any credit hours exceeding an 18 credit course load. Failure to maintain a GPA of 2.5 will result in probation. Failure to earn a 2.5 GPA by the end of the probationary period will result in termination.
2. Resident Assistants are responsible for knowing and abiding by University and Residence Hall Community standards and policies. Resident Assistants placed on University or Residence Hall judicial probation may be terminated.
3. All appointments are for the full academic year, contingent upon satisfactory performance. This Agreement is subject to continuous review by professional staff and the Office of Residence Life to include a probationary period from August until formal evaluations take place (October/November).
4. The Directors (or a designee) must approve outside employment, significant leadership position(s) and/or other extra-curricular commitments. Outside employment should not interfere with Resident Assistant duties, nor exceed 15 hours a week for new staff and 20 hours a week for returning staff. You will provide this information by completing a Residence Life Extracurricular/Work Contract Form (which is included in your RA Agreement). If the
Resident Assistant’s job responsibilities and expectations are not being met, the student must choose whether to commit their time to the leadership position/extracurricular activity/outside employment or to the RA position.

5. Due to the time commitment and conflict with training schedules, Resident Assistants will not be approved to hold the following positions: Kanbar Campus Center Building Manager or University Admissions Rambassador. Exceptions can only be approved by the Directors of the Office of Residence Life.

6. Resident Assistants accept reassignment to another campus area if deemed necessary by the Office of Residence Life. Resident Assistants must accept relocation to another area within 48 hours if terminated from the Residence Life Staff.

7. Re-appointment for additional years of service requires an application of re-hire, as well as recommendations, and is not guaranteed. Each Resident Assistant is hired to a one year appointment. Hall placement will be determined each year based on the needs of the Office of Residence Life.

8. Termination may result from failure to perform any of the above responsibilities or abide by the outside employment policy. Termination of an appointment means that this agreement becomes null and void and compensation will cease as of the date of dismissal.

IX. Remuneration:

Fortress, Mott, Partridge, Scholler, & Ronson:
- Single room
- 14- meal plan (Remuneration: 75% of the 1st year, 100% of the 2nd year)

Independence Plaza & Townhouses:
- Single bedroom
- 10- meal plan (Remuneration: 75% of the 1st year, 100% of the 2nd year)

I have read the above and agree to fulfill all the requirements and expectations. I will be accountable for all information pertinent to my position and understand that failure to comply with the outlined terms of employment may result in job action.

This section of the agreement is for the Resident Assistant’s files.
RESIDENT ASSISTANT AGREEMENT 2015-2016

Terms and Conditions of Employment

PERIOD OF EMPLOYMENT:  August 9, 2015- May 14, 2016

I have read the above responsibilities of the Resident Assistant position at Philadelphia University. I agree to fulfill all the requirements and expectations. I will be accountable for all information pertinent to my position and understand that failure to comply with the outlined terms of employment may result in job action.

Name of Resident Assistant:  

Permanent (Summer) Address:  

Preferred Contact Phone Number:  

Residence Hall Staff Assignment:  

Signature of Resident Assistant:  

Signature of Residence Life Director Staff:  

Please return to this agreement to the Office of Residence Life, Philadelphia University, Kanbar Campus Center, Suite 311 by 4:00pm, Friday, March 13, 2015.

Please return only this final page of the Resident Assistant Agreement to the Office of Residence Life upon acceptance of the position. Please keep the formal agreement for your records.
RESIDENT ASSISTANT ACCEPTANCE FORM 2015-2016

Name: __________________________________________

Staff Team: _____________________________________

I understand that the Office of Residence Life is offering a Resident Assistant position in the area that was outlined in the offer letter. I realize that this position is for the 2015 - 2016 academic year and understand that my placement is subject to change. I further understand that my performance will be evaluated throughout the year and will determine whether I retain my position. I understand that my RA position is contingent on my spring semester academic performance (I must retain a 2.5 cumulative GPA), and my adherence to the Student Community Standards as outlined in the Philadelphia University Student Handbook. I also understand that if my placement is changed throughout the summer that I will be notified by Residence Life. Failure to return this form to the Office of Residence Life by 4:00pm, Friday, March 13, 2015 will nullify any offers that were made prior to the Acceptance form due date.

☐ I accept the Resident Assistant position for 2015-2016 academic year.

☐ I decline the Resident Assistant position for the 2015-2016 academic year.

Print Name: ________________________________

Signature: ________________________________ Date: ____________

Due to Office of Residence Life, Kanbar Campus Center, Suite 311 4:00pm, Friday, March 13, 2015.
RESIDENT ASSISTANT
EXTRACURRICULAR / WORK CONTRACT FORM 2015-2016

Please accept this contract as a request for permission to participate in the following activities/employment next year. I understand that after my academic expectations, the RA position is the next priority.

- I will communicate with my supervisor and Office of Residence Life (ORL) and with my other commitment(s) to ensure that my RA responsibilities will not be interfered with.
- I understand that I must submit my work schedule at the beginning of each semester.
- I understand that RAs may not have an outside job if they have a co-op exceeding 20 hours a week.
- I understand that employment will never be a valid excuse for missing a staff meeting, in-service training or any other job responsibility. To insure that staff has adequate notice of these events, a calendar will be distributed at the beginning of each year.
- I understand that my outside employment should not exceed 15 hours a week for new staff members and 20 hours a week for returning staff members. I understand that I should not be at an off campus job more than three (3) times a week as that will lower my availability with residents. I understand that my off campus work should not take me away from campus more than one (1) weekend a month. Therefore any off campus work must be done so that the RA will be present and available in their community.
- I will proactively work on my schedule to balance my responsibilities. The Office of Residence Life will make every effort to allow me to have the experiences I am interested in and which are important to me. I understand that managing my time is my responsibility.
- I understand that if my additional responsibilities outside of the RA position negatively affect my job performance or availability as an RA, I may be asked to reconsider my current commitments.
- Due to training conflicts, the Office of Residence Life may no longer hire applicants who serve as Kanbar Campus Center Building Managers or University Admissions Rambassadors. Exceptions can only be approved by the Director of the Office of Residence Life.
- Below are the activities or commitments I plan to be involved with for the 2015-2016 academic year. I will notify Office of Residence Life if there are any changes to this plan. In addition, I am aware that I must provide my direct supervisor with specific time commitments as I receive them.

<table>
<thead>
<tr>
<th>Event/Activity</th>
<th>Location</th>
<th>Approx. # Hours per week</th>
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Please list activity/job and approximate number of hours that will be dedicated to each. Include: athletics, part-time jobs/on or off campus, internships, leadership positions, volunteer work, or any other significant time commitment.

RA Signature: ______________________ Date Submitted: __________

Approved: ______________________ Denied: ______________________ Comment/Stipulation: ______________________

Residence Life Signature: ______________________ Date: __________

CC: Staff File/RC Supervisor