

Housing & Residence Life Resident Assistant Conditions of Employment 2019-2020

The following guidelines have been established to clarify the Resident Assistant (RA) conditions of employment. It is important to read and understand these conditions in order to perform the responsibilities of the RA position. Failure to adhere to the following conditions of employment may jeopardize an RA's employment status. RAs will be required to sign a Statement of Understanding prior to each academic year or period of employment. This document is reviewed and updates annually, but is subject to change at any time. Any changes will be communicated to RAs through their pro staff supervisor.

I. PERIOD OF EMPLOYMENT AND TIME COMMITMENT

- a. RAs are employed for a period of one academic year, beginning in August and ending in May.
- b. The RA position required an average 20-hour per week commitment.
- c. A two-semester commitment (Fall and Spring) is required.
- d. To ensure successful work performance and support RA availability, accessibility, and visibility, commitments beyond the RA position (student teaching, internships, 2nd jobs, student leadership positions, etc.) must have prior approval by the pro staff supervisor. The office of Housing and Residence Life generally limits such combined commitments to 10 hours per week total between all other commitments.
- e. Peak work periods require additional work hours, especially during the Opening and Closing of each semester, as well as Halloween. RAs must be available prior to and following Openings and Closings to assist the Department in completing administrative tasks associated with check-in and check-out procedures.
- f. To provide accessibility and availability to residents, RAs are permitted 15 nights off per semester and must submit a night off request to the pro staff supervisor for approval prior to the night requested. No more than ½ of the RAs from a staff will be approved for a night off on the same night or weekend.
- g. RAs are required to be in their assigned building/complex by 2:30am unless prior approval has been gained for a night off.
- h. RAs are required to check their RA mailbox and Ohio University email daily and respond as needed (weekends not included unless on duty.)
- i. RAs are required to attend staff meetings (2-hour weekly time commitment). Meeting days and times will be decided by the pro staff supervisor at the beginning of each semester. Staff meetings will be based on staff members' academic schedules only; non-academic commitments will not be considered.
- j. RAs are required to attend one-on-one meetings with the pro staff supervisor (60 minute weekly time commitment). Meeting days and times will be decided by the pro staff supervisor at the beginning of each semester. Staff meetings will be based on staff members' academic schedules only; non-academic commitments will not be considered.
- k. See Section III (Training) for additional time commitments that are related to training.

II. COMPENSATION

- a. RAs are required to live in the residence halls.
- b. All RAs receive remission of the assigned RA room as compensation. The value of the room is not taxable income and is not subject to income tax withholding.
- c. RAs should investigate the impact the RA position compensation may have on their financial aid package. Federal law requires that the University consider the value of the compensation



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received by RAs as a resource. Therefore, the Office of Financial Aid and Scholarships must take into consideration the amount of the RA benefit when determining the eligibility for additional need-based aid.

- d. As stated in the Housing Contract, the Department reserves the right to move residents (including RAs) from one space to another to meet its responsibilities to student health, safety, and wellbeing; maintain, operate, or renovate facilities; consolidate residents for reasons of assignments or security; or to accommodate other staffing/community needs.

III. TRAINING

- a. RAs are required to attend and actively participate in the following training and staff development activities:
 - i. Signing Day
 - ii. August All Staff Training
 - iii. January All Staff Training
 - iv. Weekly staff meetings
 - v. One-on-one meetings
 - vi. Periodic professional development sessions (including the OHIO University Leadership Endorsement)
 - vii. Fall Welcome Week events
- b. Meals and/or meal stipends will be provided during August and January training periods.

IV. STAFF DUTY

- a. Each RA is required to provide on-duty coverage of their building/complex. The number of duty nights required per RA will vary by building/complex.
- b. Duty hours are from:
 - i. 8pm-8am Sunday night through Friday morning (during which RAs on duty are required to remain within the building/complex) and
 - ii. 24 hours (8pm – 8pm) from Friday night through Sunday night of which RAs on duty are required to be within the building/complex between 8pm – 8am. From 8am – 8pm the RA on duty must carry the duty phone and, while not required to remain in the building/complex, must be able to respond to/be present in the building/community within 10 minutes.
- c. RAs are required to perform community rounds at 8pm, 10pm, and midnight every night, as well as 2:30am on Friday and Saturday, and as communicated by appropriate staff (i.e. pro staff or AD on duty)
- d. Additional duty assignments may be required at other times (i.e. Fire Watch, emergencies, Halloween, and other occasions.)
- e. RAs not on duty are expected to respond to incidents or situations which they observe or which are reported to them, regardless of if it is in their assigned building/complex or not.

V. POSITION EXPECTATIONS

- a. RAs must fulfill Residential Curriculum responsibilities as communicated by the Department.



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- b. RAs must successfully perform the general requirements of the position as documented in the Resident Assistant Position Description, Incident Response Guide, and RA Manual.
- c. RAs are prohibited from dating, having sexual relations, and/or romantically pursuing a resident or ARD that lives in their building and/or complex.
- d. All RAs who have not met the 2-year Housing Requirement are required to participate in the mandatory meal plan.

VI. KEY USAGE AND EXPECTATIONS

- a. Keys and card access are issued for the sole purpose of performing work and/or services in the residential buildings.
- b. Master keys:
 - i. A floor/building master key may not be loaned to anyone, including other HRL staff.
 - ii. Floor/building master keys are for use by HRL staff conducting departmental directives/procedures only.
 - iii. Unless facilitating a lockout, health and safety checks, and/or a checkout, RAs are required to receive authorization from a pro staff member prior to keying into any resident's room.
- c. RAs are required to report lost/stolen/missing staff keys immediately to the pro staff supervisor and pro staff on duty.
- d. If an RA cannot locate their OHIO ID they are expected to report the situation immediately to the pro staff supervisor and pro staff on duty.
- e. RAs are expected to keep their Key Bank User ID and PIN confidential.

VII. REHIRING DECISIONS

Decisions regarding rehiring to the RA position in succeeding years past initial employment are contingent upon the successful completion of duties while employed, and are based upon both successful completion of the rehiring process as well as performance evaluations, which are conducted throughout the academic year (including Summer Session, if on staff.) Additional factors for consideration of rehire are academic performance and disciplinary status at the University.

VIII. TERMINATIONS AND RESIGNATIONS

- a. Job action, up to and including termination, may result at any time due to an RA's failure to adhere to the stated conditions of employment, to successfully perform the duties and responsibilities outlined in the RA Position Description, and/or to perform specific community related duties as required.
- b. RAs who are terminated or who resign may be ineligible to live in the building where they served on staff.
- c. RAs who plan to resign should provide the pro staff supervisor with a minimum of two week notice.
- d. RAs who resign or are terminated must make all necessary arrangements to begin to pay for room and board. New on campus assignments will be billed on a per diem basis and based on the rate of the room selected.



IX. UNIVERSITY AND DEPARTMENT OF HOUSING RESIDENCE LIFE RULES AND REGULATIONS

- a. RAs are expected to abide by all federal, state, and local laws; abide by the rule and regulations of Ohio University, the Division of Student Affairs, and those of the Department of Housing and Residence Life, including, but not limited to, those outlined in the Housing Contract, Student Code of Conduct, and Student Housing Handbook.
- b. Academic Standards
 - i. RA applicants must maintain a 2.5 or better cumulative GPA at Ohio University in order to be hired and must maintain a 2.5 cumulative GPA while employed and to be rehired.
 - ii. RAs must be registered, full-time students at the University. Approval from Assistant Directors must be granted prior to taking less than 9 or more than 20 credits per semester.
- c. Use of Alcohol and Other Drugs
 - i. RAs who are under the legal drinking age, may not possess or consume alcohol both on and/or off campus.
 - ii. RAs are expected to confront and document fellow RAs if using drugs, illegally using alcohol, and/or (if the fellow RA is over 21) irresponsibly using alcohol or providing alcohol to underage persons.
 - iii. RAs may not use illegal drugs and/or medication not prescribed to them.
 - iv. RAs may not possess, use, transfer, offer, and/or be under the influence of any substance while fulfilling the duties of the RA position. This includes use of alcohol or drugs prior to reporting to work.
- d. Sexual Misconduct
 - i. RAs are to refrain from making sexually directed remarks, sexual innuendos, jokes, sexual advances, or requests for sexual favors constitute sexual misconduct to residents, guests, other students, and staff members.
 - ii. RAs are expected to confront and document fellow RAs if they are making sexually-based remarks, innuendos, jokes, or any other sexually-based behaviors towards residents, guests, other students, and staff members.
- e. Pictures or conversations posted on any online community and/or social media, indicating an RA has violated or not performed RA duties, responsibilities, and expectations and/or can be perceived to hinder your credibility in performing the RA responsibilities may result in job action, up to and including termination.
- f. Candidates for the RA position must be in good standing according to the Department of Housing and Residence Life and remain so during the period of employment.
- g. RAs must be in good financial and disciplinary standing with the University. This includes standards set by the Student Code of Conduct.
- h. The academic, financial, and conduct-related standing of RAs will be checked at the end of each semester and other periodic times throughout the year by authorized staff within the Department of Housing and Residence Life to ensure compliance with all stated rules and regulations.