



The following guidelines have been established to clarify the Resident Advisor (RA) conditions of employment. It is important to read and understand these conditions 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. Commitments beyond the RA position (student teaching, internships, second jobs, student leadership positions, etc.) need to be shared with your supervisor to discuss the impact the commitment may have on your ability to complete all job responsibilities.
 - As stated by Ohio University policy, on-campus jobs are limited to an additional 5 hours above the RA position.
 - Off-campus jobs are more flexible but should be discussed and agreed upon with your supervisor regarding the number of hours a week.
- e. Peak work periods require additional work hours, especially during Opening and Closing of each semester, as well as Halloween. RAs must be available prior to openings and following 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 (30–60-minute weekly time commitment). Meeting days and times will be decided by the pro staff supervisor at the beginning of each semester.

II. COMPENSATION

- a. RAs are required to live in the residence halls.
- b. Yearly stipend is stated in the RA Employment Agreement.
- c. All RAs receive remission of the assigned RA room as a benefit to the position. The value of the room is not taxable income and is not subject to income tax withholding. This benefit is



provided as a condition of staying on campus. It is not afforded if campus housing is closed or made unavailable due to emergencies or other unplanned disruptions.

- d. RAs should investigate how RA position compensation may impact their financial aid package. Federal law requires that the University consider the value of the compensation 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.
- e. 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. August All Staff Training
 - ii. Fall Welcome Week events
 - iii. Weekly staff meetings
 - iv. One-on-one meetings
 - v. January All Staff Training
 - vi. Periodic professional development sessions
- 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 BLE responsibilities as communicated by the Department.
- b. RAs must successfully perform the general requirements of the position as documented in the Resident Advisor Position Description, Incident Response Guide, and RA Manual.
- c. RAs are held to the Alcohol/Drug Agreement, Sexual Misconduct Agreement, and Key Agreement (please refer to those documents for detailed information)
- d. All RAs who have not met the 2-year Housing Requirement are required to participate in the mandatory meal plan.

VI. 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. Additional factors for consideration of rehire are academic performance and disciplinary status at the University.

VII. 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 are 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 for alternative housing. Staff that have not complete the 2-year housing requirement will be required to stay on campus and billed on a prorated basis on the room selected.
- e. RAs who are terminated or resign and meet the 2 year live on requirement may live off-campus if desired.

VIII. 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. RAs must be in good academic standard with the Department of Housing and Residence Life, which is outlined below.
 - i. RA applicants must maintain a 2.5 or better cumulative GPA at Ohio University to be hired and must maintain a 2.5 cumulative GPA to be in good standing with the Department of Housing and Residence Life. Staff with an accumulative GPA between a 2.50-2.00 will be placed on academic probation for the period of one semester to improve their GPA. A review of grades will take place at the end of the probationary period.
 - 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.



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Housing & Residence Life Resident Advisor Conditions of Employment 2022-2023

- c. RAs must be in good financial standing with the University prior to the start of their employment.
- d. RAs must be in good disciplinary standing with the University. This includes standards set by the Student Code of Conduct.
- e. 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.

*By signing the **Student Staff Signature Form**, I acknowledge that I understand the above expectations and agree to abide by such expectations. Failure to abide by these minimum expectations may result in employee discipline including termination.*