

**Resident Assistant
Job Agreement**

Summary

This student employment position acts as a liaison between the Office of University Housing and the students that live within the residential community. Resident Assistants (RAs) are responsible for facilitating an environment conducive to living and learning by way of role modeling, programmatic opportunities, maintenance referral, as well as policy enforcement. RAs are also given training in the fall and spring in order to learn what is necessary to perform duties and responsibilities effectively.

It should be noted that items stated below may be subject to change, but would not occur without notice.

Term of Employment

Dates of Employment for 2015-2016

Fall Semester	Friday, July 31, 2015 – Monday, December 14, 2015**
Spring Semester (new RAs)	Monday, January 4, 2016* – Monday, May 9, 2016**
Spring Semester (returning RAs)	Wednesday, January 6, 2016* – Monday, May 9, 2016**

***Beginning date – arrive by 4:00 p.m. (unless authorized by supervisor)**

****Dismissal date – leave no earlier than 12:00 p.m. (unless authorized by supervisor)**

Compensation

- Bed space, bedroom or efficiency apartment (temporary roommates may be assigned when full occupancy occurs)
- Bi-weekly stipend of \$85.00 (Stipends are adjusted during break periods where there are no classes and University Housing uses limited coverage). RAs who fail to complete responsibilities assigned as part of their position may have a paycheck(s) withheld as a result.
- Residential meal plan of choice within the Chartwells meal plan options

Essential Functions

While performing the duties of this job, an RA is regularly required to:

- Effectively communicate, give directions, and lead students in the event of an emergency
- Read documents such as policy manuals and safety procedures
- Prepare reports and correspondence
- Lock and unlock doors using a key system
- Operate the master key release system
- Observe surroundings, identify problems or students in distress and respond according to University Housing protocol
- Respond immediately to potential crisis situations throughout the entire building or area during all hours that an RA is on duty.

Academic Requirements

To be eligible to begin employment, RAs must have a 2.5 semester and cumulative GPA – accumulated as of start date. An RA must maintain a 2.5 cumulative and semester GPA (3.5 for graduate students) and must be enrolled as a full time student (12 or more hours as an undergraduate student; 9 or more as a graduate student). Dropping below full time status may result in termination and may only occur once over the duration of an individual's employment. Class loads of more than 15 credits need to be discussed with the RA's Hall Director.

If grades fall below the requirements, the RA may develop an academic support plan with his/her Hall Director. An academic support plan consists of added steps, requirements, responsibilities, etc. that a RA will be required to complete. The goals of completing the academic support plan include (but are not limited to) reaching the grade requirements and securing his/her position within the current duration of employment. The content of the academic support plan will be at the discretion of the Hall Director. If an RA does not adhere to the components of the support plan, the Hall Director may terminate the RA's employment. If the RA does not make sufficient academic improvement during the duration of the support plan, the Hall Director may terminate the RA's employment. An RA will not be placed on the academic support plan more than once for the duration of their employment. If the RA's semester or cumulative GPA is a 1.6 or lower, their employment will be terminated immediately, and they will not be eligible to be placed on an academic support plan. A full description of the academic support plan can be found in the student staff binder received during student staff training.

Any appeals regarding the dismissal from the RA position will be heard by the Associate Director of University Housing. The Associate Director's decision is final. Appeals should be directly sent to him or her in writing within 3 business days of the disciplinary letter.

Duty

Throughout the course of the academic year, RAs are required to be on duty. During the week, RAs are to remain in their duty area from 9:00pm to 9:00am. On the weekend, duty runs Friday from 5:00pm until Monday at 9:00am. Weekend duty cycles will be determined by Hall Directors. However, weekend duty is always 24 hours a day. To be clear, the RA on Duty must be in their respective building precisely during the times stated above. The only exception to this is during weekend duty (see next paragraph). *It should be noted that slight modifications may apply to RAs in Callahan Hall and Northern Terrace due to their proximity to main campus.

Failure to be prepared for duty on time may result in job termination. During the weekend, RAs may be off campus for no longer than 20 minutes with approval from the Hall Director on Duty (RA will also be expected to inform their respective desk of their leaving – in this instance, the RA may only leave when the desk is staffed). RAs may be called while off campus and will need to respond to situations immediately. Permission to visit the library may also be granted via the HD on Duty only during times when the desk is open. RAs are allowed to leave their area BUT REMAIN ON CAMPUS during the desk hours for Saturday and Sunday.

Rounds: minimum of 3 per night with no more than 1 occurring prior to 10:00pm and with at least an hour between each round

- Each round must encompass the entire community
- Name tags must be worn during rounds to help identify the RA as a staff member to residents and outside agencies that may be present in case of an incident
- RAs must be dressed in an appropriate and prepared manner (RAs may encounter incidents, fire alarms, parents, University Police and/or other agencies.)
- During rounds, RAs should take the stairs, check exterior doors and pay attention to the physical condition of the building(s)
- During rounds, RAs should be friendly and conversational with any residents they encounter
- Call the HD on Duty if an emergency arises
- If an RA becomes uncomfortable or uncertain in any situation, he or she should contact another staff member or HD on Duty
- No staff member should ever deny a request for assistance from another staff member
- If any incidents occur or any building damage is noticed, submit an incident report along with the duty report. Submit maintenance and housekeeping requests as necessary
- The following morning after your night of duty, RAs are to submit an electronic duty report by 10am.

Phone Protocol:

- Phone must be carried and on with ringer (do not set on vibrate only) activated at all times.
- Phone should be answered by identifying yourself as the RA on duty.
- If a call is missed, it must be returned as soon as possible.
- Check for messages upon picking up the duty phone.
- Please return and charge phone when you turn it in at the end of your duty shift.
- No personal calls are to be made with the duty phone.

Duty Switches:

- The RA seeking a duty switch needs to find an RA to cover duty
- Regarding the switching of duty dates, RAs will follow prescribed protocol set by their Hall Director
- If the switch is not approved, the RA seeking coverage will still be responsible for that duty.

Desk

RAs will work 6 hours per week at one of the five University Housing Desk areas (The Village Desk [located in Norse Commons serving Norse and Woodcrest Apartments], Kentucky Hall, Commonwealth Hall, University Suites, Callahan Hall and Northern Terrace). During that time, the RA is responsible for answering the phone, addressing maintenance concerns, checking out equipment, etc. The expectations for behavior while working the desk are below.

- No personal phone calls to be made on the business line
- Cell phone use is also prohibited while working the desk.
- RAs cannot leave the desk during assigned hours without finding coverage (no using the laundry rooms, attending student meetings, running errands, doing room inspections, or otherwise leaving the desk area). Bathroom breaks are permitted.
- All doors must be locked, grates closed (KY/CW), desk binders stored, student information put away, and keys locked up.
- If an RA finds someone to cover his/her shift, s/he must be able to work all of the agreed upon time (i.e. if s/he has agreed to work from 8-10, but would have to leave the desk at 9:30 for class, s/he could not cover that shift for you). RAs are to only have other RAs from their respective area cover their shifts. Any required paperwork related to shift switches should be completed prior to the switch and within the expectations of the respective Hall Director.
- Non-staff persons are not to be behind the desk at ANY time.
- No sleeping at the desk.
- There should be no use of "back in 5 minute" signs or others that are similar. Exceptions can be made for check-ins, check-outs, bathroom visits, lockouts, and any errands that a professional staff member asks to be done.
- Food trips to Norse Commons and the Callahan Bistro cafeteria during your assigned shifts (for all areas) are at the discretion of the respective Hall Director.
- RAs must be properly attired (no pajamas) and ready to assist with resident needs at any time.
- Each area may have additional desk expectations determined by a Hall Director that those RAs are responsible for upholding.
- RAs are not permitted to work any mail shifts.

- All desk staff should report, via email to their supervisor, any missed shifts or violations of expectations.
 - While working the desk, RAs should remember they are a representative of University Housing and should act in a way that is both positive and professional. – also see Attitude for definitions of ‘professional demeanor’
- Disciplinary Action for Violation of Desk Procedures:
Failure to abide by the expectations as set forth may result in termination.

Break Desk & Duty Procedures

RAs will also be staffing the halls over the break periods and will be asked to volunteer. If no staff volunteers, assignments will be made to ensure staffing for the safety and security of the residents. **RAs should not make travel plans for holidays and break until they speak to their Hall Director about it first since they may be required to work during those times.** RAs must be willing to volunteer duty responsibilities if they wish to stay on campus during a break period. The following information is the desk and duty procedures for official University breaks and dates when the University is closed. When the University is closed and on weekends, duty shifts are 24 hours a day. Desk hours and desk closures will be determined by the Hall Directors.

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- Labor Day- all desks open normal hours; duty areas remain separate as usual
 - Fall Break- Village and Callahan desks open abbreviated hours; duty areas remain separate as usual
 - Thanksgiving Break- Village and Callahan desks open abbreviated hours; duty areas collapse into the 3 following areas: one area for Norse and Woodcrest, one area for Callahan and Northern Terrace, one area for KY/CW Halls and University Suites
 - Winter Break - Village and Callahan desks open abbreviated hours; duty areas collapse into the 2 following areas: one are for the village (KY/CW, NH, WA, and US), one area for Callahan and Northern Terrace
 - MLK Day- all desks open normal hours; duty areas remain separate as usual
 - Spring Break- Village and Callahan desks open abbreviated hours; duty areas collapse into the 3 following areas: one area for Norse and Woodcrest, one area for Callahan and Northern Terrace, one area for KY/CW Halls and University Suites

The following are duty expectations for breaks:

- Break duty is 24/7 (remains in effect even when the desk is open). The RA on Duty must be in possession of the duty phone and duty keys at all times. Both should never be left unattended.
- Pick up time is 12:00pm on the day your name is scheduled. Handoff time is 12:00pm the following day. The duty phone(s), charger(s), binder, and keys must be handed off.
- The RA on Duty is expected to remain in their assigned area at all times when the desk is closed. This means the RA on Duty will need to plan ahead for meals that occur when the desk is closed.
- When the desk is open, the RA on Duty may leave campus for no longer than 20 minutes to run errands or get food off campus with the permission of the HD on Duty. The RA on Duty must notify the desk and HD on Duty when they leave and when they return. The RA on Duty must still have the duty phone/keys with them at all times.
- The RA on Duty is not permitted to engage in any activity that would prevent their immediate response to a call while they are on duty. This includes working another job.
- If an RA switches duty with another RA, notification must be made to the HD on Duty. If proper notification has not been made, the original RA on Duty will be held responsible for covering duty that day/evening.
- The duty phone must always be on and the sound setting must always be audible.
- If the RA on Duty misses a call, he/she should check the message and return the call as soon as possible.

Duty rounds and reporting:

- The RA on Duty for the break area will conduct 2 rounds each night between the hours of 9pm and 1am. Rounds must be conducted at least one hour apart.
- During rounds, RAs should check all areas of the buildings including common areas, stairwells, and especially exterior doors to make sure they are secure.
- Call the HD on Duty if an emergency arises
- If an RA becomes uncomfortable or uncertain with any situation, he or she should contact the HD on Duty
- During the last set of rounds, RAs conduct an exterior walk-around of each building to ensure that no windows have been left wide open. If an RA finds a window left wide open, he/she should make an attempt to figure out what room it is, and ask the resident to close the window or leave it open no more than a few inches. If the resident is not home, the RA should contact the HD on Duty for assistance to key in and close the window.
- Dress code for rounds is casual. RAs are required to wear their name tags while on duty and completing rounds. RAs should be aware that they will be required to go outside during rounds and should dress appropriately.
- The following morning after your duty night, a break duty report must be submitted by 10am.

Availability

RAs are expected to attend, provide support, and even be part of the implementation of certain departmental and University events. RAs must attend and participate in all staff training, workshop sessions, and departmental programs (**all components of fall and spring training are mandatory**).

- NKU Recruitment Events (Each RA will participate in 1 during the year).
- Norse O Ween- RAs will work a shift during this event in the fall semester. The 2015 date is Wednesday, October 28.
- Resident Assistant/Peer Mentor Recruitment Events (including Resident Assistant/Peer Mentor Interviews and Group Interviews).
- Feast for Finals – RAs will have some responsibility during this biannual program. The 2015-2016 dates are as follows: December 3, 2015 and April 28, 2016.

- Opening week (August 11-16, 2015) and Closing week (May 2-9, 2016)
- Student Staff Development – September 8, October 6, November 10, January 26, February 23, March 29, April 12. Other Workshops and/or Sessions as established by professional staff.
- At least one Victor Fest event (Welcome Week event) from August 15, 2015 – August 21, 2015.

Due to the nature of the position, RAs may be expected to respond to student concerns and crisis situations when both on and off duty. Therefore, RAs are expected to sleep in their assigned room to create a presence on their floor/breezeway. If a Hall Director has concerns regarding a staff member's availability, specific expectations will be outlined and communicated to that individual. In addition, RAs must seek approval regarding nights away from campus. It is the responsibility of an RA to inform their Hall Director when they plan on being out of their respective building for the evening.

Programming & Outreach

RAs will take an approach to programming prescribed by the department's "Residential Education Model" (REM) and its learning outcomes. While specific expectations will be determined by the Hall Director for the area, RAs are responsible for the following:

- Each semester:
 - Creation or support of programs that touch upon each of the four foundations, either individually or combined, of the REM (The exact number of programs will be prescribed by the respective Hall Director)
 - Creation or support of intentional social programs (The exact number of programs will be prescribed by the respective Hall Director)
 - Creation or support of passive programs; e.g. bulletin board, newsletter, emails, blogs, interactive postings, etc. (The exact number of programs will be prescribed by the respective Hall Director)
 - Serve as a retention agent for University Housing and NKU through initiatives; such as the Mapworks survey and other assessment tools used by University Housing

Community Building

- Be visible and accessible to students during non-duty hours. Specific expectations will be determined by the Hall Director for the area.
- Within the first two weeks, meet the expectations of the Hall Director by way of knowing all student names within your breezeway/floor/wing/etc.
- Meet programming, floor meetings, and personal interaction requirements set forth by the Residential Education Model.
- Develop a responsible living environment in the area through community development, effective interaction and outreach.
- Respect and maintain the confidentiality of student records in accordance with the statement of confidentiality.
- Consistently encourage involvement and accountability by residents.
- Show support for the campus community by promoting and attending building programs, Student Engagement programs, and other events focused on involvement.
- Encouraging efforts of Learning Living Communities (LLCs) activities.

Attitude

- Have a team mentality.
- Maintain a positive, caring, and fun attitude.
- Realize that an RA is an individual, student, and a staff member. RAs will need to balance their time to meet the needs and the responsibilities placed upon them.
- Know all residents and be available. How available RAs are in the beginning of the year will set the tone for their role during the entire year.
- Practice an open door and open mind policy.
- Maintain a professional demeanor
 - Be timely with meetings and paperwork
 - Be respectful of others
 - Dress appropriately
 - Be aware of the behavior in which you choose to engage – remember that RAs represent themselves, their staff, the Office of University Housing, and the University

Communication

- Communicate on a regular basis with your Hall Director and other staff members. An RA is expected to communicate to the appropriate individuals regarding concerns, ideas, suggestions, or questions. If an RA feels uncomfortable speaking with his/her supervisor, s/he should contact another Hall Director, Assistant Hall Director, or Associate Director of University Housing.
- Honest communication is a necessity. In order for University Housing to support the staff in the best way, RAs need to keep their supervisor informed of their choices, decisions, and issues that are affecting them, which in turn affects their performance as an RA.
- RAs are expected to respond to student concerns within a 24 hour time period

- Maintain a high level of professionalism in written and verbal communication. Avoid gossip, slander, profanity, and inappropriate jokes and conversation.
- RAs are expected to respond to policy violations when witnessed.
- RAs are expected to maintain a professional demeanor and be a positive representation of University Housing and NKU on social media outlets.
- RAs should not interact with press, NKU affiliated or otherwise, in the capacity of their position.

Role Modeling

- RAs are held to a higher standard of accountability and responsibility. Role modeling extends beyond residence halls – remember that students will see staff across campus and even out in the community.
- Abide by the policies set forth by the Office of University Housing, NKU, and state law.
- Maintain a healthy lifestyle that promotes wellness.
- Attend classes, do assignments, and maintain good study habits.
- Abide by aforementioned academic standards.
- Do not share staff issues or concerns with other students or staff members. Refer all concerns to Hall Directors or the Associate Director of University Housing.
- Balance boundaries and establish professional relationships with residents and fellow Housing student staff members. See Hall Director for specification or guidance if a relationship becomes more.
- Hold each other accountable:
 - Attempt to address any concerns with a staff member with that individual first.
 - If an RA is uncomfortable doing this, they should discuss the matter with their Hall Director and get advice on how to handle the situation.

Counseling/Referring

- Have sensitivity to and awareness of the needs, anxieties, and frustrations of each student in assigned area.
- Never guarantee confidentiality to a resident.
- Be aware of any signals that might imply unhealthy behaviors by a resident and report such signals to a Hall Director as soon as possible.
- If a resident is sending dangerous or out of character signals, it is important to keep the situation calm. Avoid making judgments in the presence of other residents as that may violate the residents' right of confidentiality.
- RAs are not trained counselors. Be knowledgeable of University resources and able to refer students appropriately. If an RA is unsure as to what to do, s/he should refer to Hall Director or Associate Director of University Housing.
- Report all resident concerns to area HD. (and Peer Mentor if applicable)

Staff Meetings

- Staff meetings are held weekly on Tuesdays at 9:15pm-11:15pm and are mandatory. RAs must get prior permission from his/her hall director if s/he must miss. It is the RAs' responsibility to follow up with the Hall Director regarding the information missed in a staff meeting.
- Approximately seven University Housing student staff development sessions will take place during staff meetings throughout the academic year (September 8, October 6, November 10, January 26, February 23, March 29, April 12).
- Unexcused absences may result in termination.
- Be on time.
- Come prepared bringing something to take notes on.

One-On-One Meetings (with Hall Director or Assistant Hall Director)

These are mandatory meetings that are held regularly with the Hall Director or Assistant Hall Director to discuss any issues that may be occurring with the residents, programming efforts, and any personal issues. This time will also be used for ongoing evaluation in the areas of:

- Time management
- Academic success
- Staff relationships
- Community building
- Programming
- Administrative responsibilities
- Desk and RA duties

Unexcused absences may result in termination.

Community Meetings

RAs are expected to hold community meetings with the residents that fall under their immediate responsibility. The purpose of these meetings is to facilitate community building, set standards and expectations, discuss rights and responsibilities, solicit

programming ideas and provide a space for group discussion to enhance the community.

- The first floor/area meeting must be done during the first week of school each semester
- Three (3) floor/area meetings will be held each semester; typically the first week of classes, before fall and spring break, and before the end of each semester to discuss closing procedures and expectations.
- If applicable, each meeting must be in coordination with the PM of that community.

Outside Employment and Commitments

- The RA position takes precedence over any additional employment.
- An RA may not engage in additional employment while on duty.
- Failure to maintain satisfactory RA job performance may result in being asked to resign from one of the two positions and/or termination.
- RAs will not participate in the (rush, pledge, intake or recruitment) of any social fraternity or sorority or hold more than one executive office in a registered student organization without first discussing his/her intent with his/her Hall Director and getting approval.
- RAs are expected to discuss his/her campus involvement with his/her Hall Director at the beginning of each semester to ensure that the RA position is something that can be balanced in a staff member's workload.
- RAs interested in an internship or student teaching opportunity must go through an approval process. Approval is not guaranteed. RAs may need to decide between being an RA and being an intern or having a student teaching opportunity.
- RAs are to discuss all activities (membership in clubs, etc.) with his/her Hall Director in terms of time management and commitment. Leadership positions and other outside commitments requiring 10 hours or more work per week per commitment are subject to approval by the Hall Director.
- RAs must have the permission of their Hall Director to work an outside job. Only outside jobs limited to 10 hours per week or less will be considered for approval, but approval is not guaranteed. If granted approval, the RA must provide job description and regular schedule to his/her Hall Director.

Confidentiality

- RAs will have access to confidential information. This information may include: students' ISO number, enrollment status, academic standing, grade point average, restricted directory information, room assignment and personal mail. Federal and state legislation, as well as University policy, restrict access to and the distribution of any of this information. Understand that these records are for University use only.
- In no case may an RA impart personal or work-related information in a location or manner that allows other persons to overhear. This prohibition against public comments includes all evaluative comments relative to any resident, student staff, or professional staff member. If an RA is in doubt about a request for information, it is his/her responsibility to refer the request to his/her Hall Director.
- As part of the student staff position, RAs may be part of search or interview committees for positions of employment. All information regarding these searches is confidential and is not to be discussed or shared outside of the proceedings of the processes.
- Printed confidential material must be kept from view of visitors while using information for specific job functions. Printed confidential information must be shredded immediately after use and before being recycled. This information should never be duplicated or distributed without the consent of the individual involved and the appropriate supervisor.
- All RAs are required to sign and adhere to a confidentiality agreement.

Committee Assignments

- Committees give student staff the opportunity to get more involved with core components of University Housing (annual events, trainings and selection processes). It is an opportunity to lead your peers and build strong practical skills for your future career.
- Committees are a full year commitment. Committee meetings will be held regularly to ensure that all tasks are being completed. A lack of commitment or follow through on tasks within committees could result in termination.
- RAs have the opportunity to serve on a University Housing Committee if they so choose.
- A list of committees and preference sheets will be available and discussed during fall training.

Policy Enforcement

- Enforce policies set by University Housing and the University fairly and consistently.
- RAs should consult with his/her Hall Director when uncertain about specific actions.
- Complete incident reports immediately after a situation has been confronted. Be specific and factual. Incident reports are due by 10 a.m. the day after an incident occurs.
- Record any and all situations of student conduct or anything that could lead to further repercussions. This can assist the Hall Director if information is needed for reports, judicial meetings, or other purposes.
- Never become involved in a physically or verbally abusive situation. Call the HD on duty and University Police to handle these situations.
- Rely on fellow staff members (RA/PM) or Hall Director for back up.
- Help residents take responsibility for their actions. Explain policies and reasons behind them.
- Follow up with residents after a confrontation. This action will help encourage a positive relationship with the individual.\

Administrative Tasks

- RAs must be timely with assigned responsibilities as it can affect the ability of others to do their jobs.
- RAs must check their staff mailbox, messages, and email account on a daily basis. Not responding to work related message is not acceptable. Clean mailboxes regularly.
- Signs must be put up regularly on floor/breezeway.
- Any paperwork needs to be done thoroughly and on time.
- RAs may be asked to complete a task with a quick turnaround time and should be understanding when this happens.
- RAs will be expected to return all itemized receipts and credit card immediately after receiving and purchasing programming items. If the office is closed, an RA must complete the credit card expense form by 10:00 a.m. the following day. Any card misuse may result in termination. If there are any missing itemized receipts, the RA will pay the purchasing balance (billed to their student account).
- Keys:
 - Do not lose any university issued keys. Losing keys may result in termination.
 - Duty keys are not to be given to a non-staff person.
 - Keys are only to be used for work purposes.
 - Keying into a room:
 - Unless it is a scheduled health and safety check or lock out, the HD on duty should be called prior to ensure protocol is followed.
 - No staff member should ever key into a residents room alone.

Disciplinary Action and Termination

An RA accused of violating the conditions of his or her employment will meet with his or her Hall Director to discuss the accusation. The Hall Director may gather additional evidence and may consult with the Associate Director of University Housing before making a decision about the case. If a Hall Director determines that an RA's performance is substandard but does not warrant termination of the employee's appointment, s/he will issue a letter to alert the staff member that his or her work is unsatisfactory and will include performance evaluations and recommendations for improving the RA's performance. If a Hall Director determines that an RA's performance is seriously deficient in one or more areas, s/he may issue a letter of termination. Any sanction letters and supporting evidence will be placed in the student's personnel file.

- Failure to meet job expectations will result in a letter or termination
- RAs must remain in good behavioral (no disciplinary sanctions) and financial standing with University Housing and the University. Failure to do so will result in a letter or termination.
- For all sanctions:
 - Any appeals regarding the disciplinary process will be heard by the Associate Director of University Housing. The Associate Director's decision is final. Appeals should be directly sent to him or her in writing within 3 business days of the disciplinary letter.
 - A review of the disciplinary process will be evaluated with the following criteria:
 - Consistency of the process
 - Appropriate documentation
 - Discrimination based on the national origin, race, color, age, gender expression, sexual orientation, sex (except where sex is a bona fide occupational qualification), pregnancy, genetic information, religion, physical or mental disability, and uniform service or veteran status. An RA whose employment has been discontinued *without cause* may request a review only on the ground of discrimination on the basis of national origin, race, color, age, gender expression, sexual orientation, sex (except where sex is a bona fide occupational qualification), pregnancy, genetic information, religion, physical or mental disability, and uniform service or veteran status.

Usually, when a Resident Assistant does not meet performance expectations, the supervisor of the RA is expected to guide the development of the Resident Assistant. This is done by clearly indicating to the Resident Assistant that he/she is not meeting performance expectations. Conversations between the RA and his/her Hall Director along with action plans should be documented in writing so that expectations and consequences are clear. However, in some circumstances, the decision to end the employment of an RA can occur due to a singular breach of the responsibilities/expectations of all RAs.

Regardless of whether a decision to dismiss a student staff member stems from one event or a pattern of less-than-expected performance, any decision to dismiss a student staff member is serious. Because Resident Assistants (as are all employees in the state of KY) are "at will" employees, the Office of University Housing has the authority to dismiss an RA with or without notice and with or without cause. In most situations, the supervisor of the RA will be the person making the decision to terminate employment. This means that the student may quit at any time, with or without notice, or with or without cause. However, students should be aware that quitting without giving their supervisor at least two weeks' notice (not counting finals week) may result in the supervisor refusing to provide the student with an employment recommendation.

Room Assignment Availability after Resignation or Termination

In the case of resignation or termination, University Housing will work to find on-campus housing for the former RA based on availability.

1. Resignation- Two weeks notice is expected when an RA resigns from the position. If an RA does not meet their job expectations during that two week period, they will not be paid their stipend for that period of time.

a. Resigned and signed up for housing through regular room selection process— If an offer is rescinded or an RA resigns before housing assignments are made, and the RA has followed all instructions in the housing assignment process, efforts will be made to find a housing assignment for the former RA if one is desired. The former RA must indicate to University Housing his or her desire to be considered for a housing assignment within 2 days. All housing pre-payments and payment deadlines must also be met.

b. Resigned after assignments are made— if an offer is rescinded or an RA resigns after housing assignments are made, the RA will not receive an automatic housing assignment. If the RA desires to live on campus, he or she must apply, pay the housing pre-payment, and adhere to all payment deadlines.

c. Resigned after Fall Training start date— if an RA resigns after Fall Staff Training begins and before the end of the academic year, efforts will be made to find a housing assignment for the former RA if one is desired. The former RA will be responsible for the prorated amount of the cost of housing and any selected meal plan for the remainder of the semester or year, whichever is longer. If he or she does not accept the newly assigned space and decides to move off-campus, a prorated penalty of one semester of rent will be assigned to the student account for breaking the Housing and Dining Agreement. Any meal plans on the RA's account will also be rescinded.

2. Termination

a. Terminated and signed up for housing through regular room selection process— If an offer is rescinded or a RA is terminated before housing assignments are made, and the RA has followed all instructions in the housing assignment process, efforts will be made to find a housing assignment for the former RA if one is desired. The former RA must indicate to University Housing his or her desire to be considered for a housing assignment within 2 days. All housing pre-payments and payment deadlines must also be met.

b. Terminated after assignments are made— if an offer is rescinded or an RA is terminated after housing assignments are made, the RA will not receive an automatic housing assignment. If the RA desires to live on campus, he or she must apply, pay the housing pre-payment, and adhere to all payment deadlines.

c. Terminated after Fall Training start date— if a RA is terminated after Fall Staff Training begins and before the end of the academic year, efforts will be made to find a housing assignment for the former RA if one is desired. The former RA will be responsible for the prorated amount of the cost of housing for the remainder of the semester or year, whichever is longer. If he or she does not accept the newly assigned space and decides to move off-campus, a prorated penalty of one semester of rent will be assigned to the student account for breaking the Housing and Dining Agreement.

Termination and Rescinding Offer

1. RAs may be terminated at any time based on their job performance, grades, financial standing with the University, any changes to their judicial standings or "at will" status.

2. The Department reserves the right to mandate a specific time period before an RA may re-apply for a position with University Housing following resignation or termination. In addition, the student may be asked to go through the full selection process, at the discretion of University Housing Staff.

a. Resignation— if an RA resigns from his or her position, he or she is eligible for rehire if the minimum hiring requirements are met.

b. Termination/Rescinding offer (GPA based)—Any staff member who has been released due to grade issues is eligible for rehire one semester after their release date once they have met with and received approval from the Associate Director of University Housing (or a designee)] and they have had at least one semester GPA above the minimum GPA requirement or raised their cumulative GPA above the minimum GPA requirement. A student staff member may only "leave and return" once due to grade issues.

c. Termination/Rescinding offer (Other than GPA)—He or she cannot reapply or work in any position in University Housing for one complete semester (not including summer) after termination. He or she is not eligible for summer semester employment.

RA Print Name: _____

RA Signature: _____

Date: _____

Hall Director Signature: _____

Date: _____