



## **AGREEMENT FOR RESIDENT ADVISOR (RA) 2009-2010 ACADEMIC YEAR**

The Resident Advisor (RA) agrees to accept employment at California State University, Sacramento for the 2009-2010 academic year, subject to the terms and conditions of this employment agreement. Duties commence on Tuesday, August 11, 2009, and continue through Saturday, May 22, 2010, excluding the winter and spring campus closures. The Resident Advisor further agrees to live in the residence halls and take board in the residence halls Dining Commons as a condition of employment. The use of the housing facilities is subject to the regulations contained in Article 5 of Subchapter 5 of Chapter 1 of Division 5 or Title 5 of the **California Code of Regulations**.

Total compensation to a Resident Advisor for work performed is a single room and board for the 2008-2009 academic year excluding campus closures. This Agreement does not cover the winter and spring breaks as referenced above. Compensation does not include telephone service. The Resident Advisor work schedule includes but is not limited to the following on-duty commitments, such as desk duty, staff meetings, rounds, hall council meetings and activities, assigned committees and projects, Resident Advisor Class/In-service (ID 196), advising students, as well as on-call commitments such as being available to residents at varying intervals during the day and night. Expectations of the position are to be fulfilled by the Resident Advisors throughout the entire Residential Life complex.

### **EMPLOYMENT CONDITIONS FOR RESIDENT ADVISORS**

1. Employment is contingent upon the occupancy of the Residence Halls. Appointments and hall assignments are typically made for both semesters of the academic year. However, individuals may be reassigned at any time at the discretion of the Res. Life Coordinator and/or Asst. Director. Additionally, individuals hired to fill a vacant position during an academic year will be employed through the end of the academic year in which they were hired.
2. Resident Advisors may be placed on performance probation or their License Agreement may be canceled at any time for the following reasons: a) non-compliance with conditions contained in this Agreement and referenced documents; b) failure to support and abide University and Residential Life policy; and, c) failure to meet University academic standards.
3. Resident Advisors must be CPR certified prior to the start of employment (unless hired mid year), and remain certified throughout their tenure as a Resident Advisor.

### **ACADEMIC WORKLOAD AND CLASS SCHEDULING**

Any exceptions must be submitted in writing to Residential Life Coordinator and approved by Residential Life **prior** to registering for classes.

Resident Advisors are to have Mondays and Wednesdays from 3-5 p.m. available for staff meetings, RA class/in-service and committee. Res. Life Coordinator / Residential Life may require a Resident Advisor to reduce academic course load based on academic and/or RA job performance.

### 1st Semester Resident Advisors

- \* Must be enrolled for minimum of 9 and maximum of 15 units per semester which includes the 2 unit Resident Advisor class.

### 2nd Semester Resident Advisors

- \* Must be enrolled for minimum 9 and maximum 16 units.

### After 2nd Semester Resident Advisors

- \* Must be enrolled for minimum of 9 and maximum of 18 units.

### All Resident Advisors

- \* Semester **prior** to registering for an internship or student teaching, the RA shall request approval in writing.
- \* Shall not be enrolled in more than one night class. (Night class defined as being in session after 6:00 p.m.)
- \* Shall limit enrollment in courses which require numerous evenings of library, laboratory or group study, etc.

## **GRADE POINT AVERAGE**

- \* Shall maintain at least a 2.20 cumulative GPA. Failure to maintain a 2.20 cumulative GPA will result in termination of RA Agreement and possibly the License Agreement. A semester GPA under 2.0 will result in academic probation with the Office of Housing and Residential Life.

## **MEETINGS**

- \* Shall attend and participate in Monday staff meetings from 3 to 5 pm and one-on-one meetings as scheduled by the Res. Life Coordinator/Hall Manager. Committee meetings are also included on Wednesdays from 4 – 5p.m.

## **RA CLASS/INSERVICE**

### 1<sup>st</sup> Semester RA's

RA Class (All RAs who have not taken ID 196D class, mid year RA's enroll in Spring 2009)

- \* "Training for Residential Hall Counselors" - ID 196D for 2 credits (credit/non-credit), Wednesdays from 3-5pm  
(Day and Time of class will be Wednesdays from 3 - 5 p.m.)  
**Book:** The Resident Assistant, by Blimling, 6th edition
- \* ID 196D may only be taken for credit once.

### Returning RA's

RA In-Service (All RAs who are not enrolled in ID 196D class.)

- \* Are required to attend and participate in weekly professional development sessions  
(Day and Time of class will be Wednesdays from 3 - 5 p.m.)

## **PROGRAMMING**

Programming is designed to promote community development and student development through the offerings of social, recreational, and educational activities. RAs are expected to encourage all residents

to become involved in individual floor/hall and all-complex programs. RAs will plan programs that are of interest and benefit to residents. RAs are also expected to assist others in their programming efforts.

**Resident Advisors are expected to fulfill the following programming requirements:**

- \* **Plan the following minimum programs per semester:**
  - 2-3 Bulletin boards per month
  - 1 Social program per month (community building programs)
  - 1 Theme/Educational program per month
- \* Offer assistance to others in their programming.
- \* Assess and attain resource and/or equipment needs for programs.
- \* Support Residential Life programming and activities.
- \* Promptly complete the necessary administrative tasks (i.e., needs assessment, evaluation forms, shopping cost sheet, etc.)

*For clarification of programming expectations see Res. Life Coordinator*

**COMMITTEE**

Resident Advisors are required to actively participate on a Residential Life Committee each semester.

**FLOOR MEETINGS**

Floor meetings should be held based on assessment by RA and RLC/Hall Manager.

**ADMINISTRATION**

Resident Advisors are responsible for the following:

- \* Check both your Sac State phone and Sac State email messages a minimum of twice a day
- \* Mail pickup and distribution
- \* Desk duty a minimum of 2 hours per week
- \* Desk duties in absence of desk attendants
- \* Keys (loss of a key or keys will result in a financial charge)
- \* Assist residents when locked out of their rooms
- \* Carry and respond to cell phone (loss of a cell phone will result in a financial charge)
- \* Record keeping/report writing
- \* Various administrative duties (such as work orders, room inventories, etc.)
- \* Room and suite checks
- \* Other duties as assigned by the Res. Life Coordinator

**DUTY/TIME OFF**

A regular duty schedule which includes desk hours will be worked out by each staff team immediately following registration each semester. While on duty, RAs are not to leave their hall. Desk duty normally occurs during afternoons, evenings, and on weekends. Resident Advisors are expected to assist with the hall and floor communities on non-duty nights as well.

- \* Shall not be gone overnight unless given **prior** approval by their Res. Life Coordinator.
- \* Shall not be out of the hall beyond 2:00 a.m. unless approved to be taking the night off.
- \* Shall find a duty cover if they need to leave hall while on duty. Notify their Res. Life Coordinator and duty RLC prior to change.
- \* Shall notify and have their Res. Life Coordinator's approval no later than 48 hours in advance when leaving for a weekend.
- \* Shall not be away from campus more than two (2) weekends a month.
- \* Shall be on duty as directed by your RLC for the opening and closing of residence halls during the Fall and Spring semesters.
- \* Shall be present for the following events:

Move In:	Tuesday, August 11th, 2009
Training:	Wednesday, August 12 - Thursday, August 27, 2009
Opening Weekend:	Thursday, August 27 - Monday, August 31, 2009
1st weekend of school:	Friday, September 4 – Monday, September 7, 2009
Thanksgiving Vacation:	Wednesday, November 25, 2009, until released by Res. Life Coordinator
Return:	Sunday, November 29, 2009, no later than 6:00 p.m.
Finals Weekend:	Friday, December 11 - Sunday, December 13, 2009
Winter Break Closing:	Friday, December 18, 2009 - Halls close at 7:00 p.m. RAs here until released by Res. Life Coordinator
Spring Semester Return Weekend:	Sunday, January 17 – Monday, January 18, 2010, by 5 p.m.
Spring Training: New RAs	Tuesday, January 19 - Thursday, January 21, 2010
Spring Training: Returning RAs	Wednesday, January 20 - Thursday, January 21, 2010
Opening Weekend:	Friday, January 22 - Sunday, January 24, 2010
Spring Break Closing:	Halls Close Friday, March 26, 2010, at 7:00 p.m. RAs here until released by Res. Life Coordinator
Spring Break Opening:	Sunday, April 4, 2010, by the time the halls open
Finals Weekend:	Friday, May 14 - Sunday, May 16, 2010
Campus Closure:	Halls Close Friday, May 21, 2010, by 7:00 p.m. RAs here until released by Res. Life Coordinator

## **OUTSIDE EMPLOYMENT / EXTRACURRICULAR ACTIVITIES**

- \* The RA position takes precedence over any extra curricular activity and employment.
- \* The RA must obtain approval from their Res. Life Coordinator and Residential Life **prior** to committing to outside employment and extracurricular activities each semester.
- \* The RA must inform and discuss any anticipated commitment of extracurricular activities with their RLC.
- \* 1st semester is eligible to work as a Desk Attendant if given approval by their RLC.
- \* After the first semester of employment as an RA, an RA who has good evaluations, minimum 2.5 cumulative GPA, and a positive recommendation from the supervisor may be permitted to work twelve hours per week, preferably on campus or participate in extracurricular activities that require a significant amount of time away from the hall.

- \* Work and extracurricular schedules may not conflict with RA duties and responsibilities. A copy of weekly schedules should be provided to supervisor.

## **ALCOHOL/SUBSTANCE USE**

**Title 5, California State University and Colleges.**

**Division 5, Chapter 1, Subchapter 4, Article 2. Student Conduct.**

**University's Student Conduct Code.**

**41301. Expulsion, Suspension and Probation of Students.**

Following procedures consonant with due process established pursuant to Section 41304, any student of a campus may be expelled, suspended, placed on probation or give a lesser sanction for one or more of the following causes which must be campus related:

- (h) On campus property, the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction, or analysis.

### **Resident Advisors under 21 years of age**

**Are not allowed by California State Law to consume alcohol.** Residential Life staff will support this law and Residential Life and University policies governing alcohol consumption.

### **Resident Advisors 21 years of age or older**

**May drink alcohol under conditions stated in the Residential Life University policy.** Those who choose to consume alcohol are expected to do so responsibly at all times. **Resident Advisors should be able to respond to community situations.** If there are questions regarding an upcoming event/activity, talk to a RLC.

**Resident Advisors may not:**

- \* Drink alcohol in public areas of residence halls;
- \* Drink alcohol with their room door open;
- \* Buy, serve, or consume alcohol with underage students;
- \* Plan or attend any event involving alcohol and minors in the residence hall and a non-university function;
- \* Drink alcohol within a 12-hour period prior to duty nor in any case while on duty;
- \* Host/attend parties where Social Activities Guidelines are not being followed.

**Failure to comply with Title 5, Campus Alcohol Policy, Residential Life policy, and terms in RA Agreement is grounds for termination of employment as a Resident Advisor.**

## **ACADEMIC YEAR CONFERENCES**

Shall assist with academic year university programs, guests, and conference groups throughout the academic year.

## **CONFIDENTIALITY**

Resident Advisors are in a position to gain a great deal of sensitive and personal information. It is expected that this information will be treated in a professional and confidential manner.

Resident Advisors do not have privileged confidentiality. Therefore, any information about any subject that might affect the safety, security and well being of a resident must be shared with the Res. Life Coordinator and Residential Life immediately. Confidentiality should not be promised by a RA to the residents, but should be passed UP to the supervisors, not OUT to the residents. Failure to maintain confidentiality can result in the RA being placed on probation or termination.

## **MEDIA**

Resident Advisors are to direct all media inquiries or sighting to their supervisor and/or the Housing and Residential Life Office. Resident Advisors are not to be interviewed by the media unless given permission b Housing and Residential Life.

## **OTHER**

Resident Advisors are not to transport residents in association with their job.

## **SUMMARY**

Shall accept and fulfill other duties and obligations as assigned by the Res. Life Coordinator. Resident Advisors must abide by campus and Residential Life policies; Title 5, Code of Student Conduct; and state and federal laws.

Please complete and return to the Housing Office by \_\_\_\_\_.

**OCCUPANCY CONDITIONS FOR RESIDENT ADVISORS**

1. A security deposit of \$100.00 is required as specified by Title 5, **California Administrative Code**. **This deposit needs to be paid prior to 1st day of employment.** All or any part of the deposit not due to the University for damage, loss, or unpaid charges will be refunded upon written request following final checkout from the residence halls.
2. The Resident Advisor agrees to give care to their room and furnishings and to make payment for any damage or loss. Resident Advisor also agrees to be jointly responsible with other residents for the protection of the residence halls, their furnishings and equipment.
3. The Resident Advisor shall abide by the rules of the University and understands that the University may take appropriate action, including but not limited to, termination of employment and cancellation of the License Agreement, for conduct found by the University to be in violation of those rules, or which is otherwise detrimental to the welfare of the residence hall residents.
4. This Agreement for Resident Advisor is nontransferable. It is agreed by the University and the Resident Advisor that no lease nor any other estate in real property is created by this Agreement.
5. The Resident Advisor shall vacate the premises upon expiration of periods specified herein, or upon termination of the License Agreement by the University.
6. If for any reason employment as a Resident Advisor is terminated, the License Agreement to occupy California State University, Sacramento residence hall facilities is terminated simultaneously. The Resident Advisor may arrange to pay a prorated charge and remain in the residence halls upon written approval and space availability.
7. Telephone service is not included in this Agreement and is the personal responsibility of the Resident Advisor.

**I, THE RESIDENT ADVIOSR, AGREE TO ADHERE TO THE CONDITIONS PRESCRIBED IN THIS AGREEMENT.**

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**STUDENT ID#:** \_\_\_\_\_