

## **NORTH VILLAGE RESIDENT ADVISOR (RA) APPOINTMENT LETTER 2022-2023 ACADEMIC YEAR**

The Resident Advisor (RA) agrees to accept a student appointment at California State University, Sacramento for the 2022-2023 academic year, subject to the terms and conditions of this Appointment. RA move-in is on Saturday, August 6, 2022 and Sunday, August 7, 2022. RA responsibilities commence on Monday, August 8, 2022 and may continue through Tuesday, May 23, 2023. The Resident Advisor further agrees to live in the residence halls and take board in the residence halls dining as a condition of this appointment.

Total compensation to a Resident Advisor is a single room and meal plan for the 2022-2023 academic year excluding campus closures. The monetary value of a single room and meal plan for the 2022-2023 academic year is estimated within a range of \$13,558 - \$16,695. The Resident Advisor schedule includes, but is not limited to, the following commitments: opening and closing of the halls, staff meetings, trainings (in person and online), building rounds, activities, programming, projects, Resident Advisor Workshop (new and returning RAs), 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 Housing complex.

### **APPOINTMENT CONDITIONS FOR RESIDENT ADVISORS**

- Appointment is contingent upon the occupancy of the Residence Halls. Appointments and hall assignments are made for both semesters of the academic year. Individuals may be reassigned at any time at the discretion of the Associate Director of Residential Education, Sr. Director, or Executive Director University Housing Services. Additionally, individuals appointed to fill a vacant position during an academic year will be appointed through the end of the semester or academic year in which they were hired.
- Resident Advisors may lose their appointment and compensation at any time for the following reasons: a) loss of residence hall occupancy b) non-compliance with conditions contained in this Appointment Letter and referenced documents; c) failure to support and abide by University and University Housing Services policy; and, d) failure to meet University academic standards.

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

RAs are to discuss outside time commitments with their supervisor prior to committing to them and to maintain balance of their time. Academics are a primary priority for all Residential Education staff members. The RA position should come next.

**Resident Advisors are required to reserve Wednesdays from 3 p.m. to 5 p.m. for staff meetings. Additionally, all RAs are also required to reserve Mondays from 3 p.m. to 5 p.m. for RA Workshop/ Professional Development.** Should a Resident Advisor have a required class only offered during the Wednesday 3 p.m. to 5 p.m. or Monday 3 p.m. to 5 p.m. timeslot, they should immediately email the Associate Director of Residential Education for approval.

#### 1<sup>st</sup> and 2<sup>nd</sup> Semester Resident Advisors

- Must be enrolled at least full time up to 16 units per semester.

#### After 2<sup>nd</sup> Semester Resident Advisors

- Must be enrolled at least full time up to 18 units per semester

**Any exceptions must be submitted in writing to the Residence Hall Coordinator and approved by the Associate Director of Residential Education, Sr. Director, or Executive Director prior to registering for classes.**

## **All Resident Advisors**

- The semester **prior** to registering for an internship or student teaching, the RA shall submit a request in writing to their Residence Hall Coordinator (RHC) and it must be approved by the Associate Director of Residential Education.
- **Prior** to registration, in both the fall and spring semesters, the RA shall submit a request in writing to their Residence Hall Coordinator before registering for more than one evening class (a class which is in session past 6 p.m.) or morning class which requires leaving the building before 8 a.m. This request will be reviewed and approved by the Residence Hall Coordinator in consultation with the Associate Director of Residential Education.

## **EVALUATION**

- Each RA will be evaluated in writing at least once a semester during the appointment period. All written evaluations will be part of the RA's permanent housing file. If it is determined that an RA is not satisfactorily meeting expectations, an action plan will be developed by the RHC in consultation with the RA. If the RA is seeking reappointment to the RA role, a follow-up meeting in Spring semester will be completed to see if satisfactory growth has occurred and to determine if the staff member can return the following year.

## **GRADE POINT AVERAGE**

University Housing Services requires an RA to have a 2.5 California State University, Sacramento cumulative and semester GPA in order to be appointed and begin the role. From start of role, the RA is required to maintain both a semester and cumulative GPA of 2.5. An RA not meeting this requirement could lose their RA appointment and compensation or be placed on RA Academic Probation. If an RA receives a semester GPA between a 1.75 and 2.49, the RA will be placed on RA Academic Probation. If an RA receives a semester GPA of a 1.75 or below, the RA may lose their RA appointment and compensation. An RA may only have one semester of RA Academic Probation. Subsequent semesters below a 2.5 semester GPA may result in loss of appointment and compensation. Please note, any exceptions to the above must be approved by the Associate Director of Residential Education, Sr. Director, or Executive Director.

## **MEETINGS**

- Each RA is required to participate in Monday RA Workshops/Professional Development from 3 p.m. to 5 p.m. New RAs will meet weekly for the Fall semester, and Returner RAs will have several Monday requirements as noted below. In the Spring semester, all RAs will need this time free for several professional development opportunities.
  - RAs are required to have Mondays from 3 p.m. to 5 p.m. available.
  - Each RA may be expected to participate in Student Staff Development Series in the Spring semester. Days, times, and locations, to be determined.
- In addition to Monday workshops/professional development, RAs will have Wednesday staff meetings from 3 p.m. to 5 p.m.
  - RAs are required to have Wednesdays from 3 p.m. to 5 p.m. available.
- One-on-one weekly or biweekly meetings between the RHC and RA will occur. Frequency is at the discretion of the RHC. These meetings will be scheduled by the RHC in consultation with the RA.

## **RA WORKSHOP AND PROFESSIONAL DEVELOPMENT**

### **1<sup>st</sup> Semester RAs**

#### **New RA Workshops**

- New RAs will participate in a weekly RA workshop their first semester on Mondays from 3 p.m. to 5 p.m.

## **Returner RAs**

### **RA Workshops/ Professional Development**

- Returning RAs are required to attend and participate in all Returner RA Workshops and other opportunities for student staff development. Returner RA Workshops will be hosted on Mondays from 3 p.m. to 5 p.m. Sessions will vary. Other forms of development may include participation in the RA recruitment and selection process.

**Should a Resident Advisor have a required class only offered during the Monday 3 p.m. to 5 p.m. or Wednesday 3 p.m. to 5 p.m. timeslot, they should immediately email their Residence Hall Coordinator to request and exception.**

## **All RAs**

- All RAs may be assigned a collateral assignment. A collateral assignment is a special staff assignment that will enhance the professional development of the RA. These assignments could include, but are not limited to, theme community development, conference planning (e.g. NSLDI), homecoming planning committee, hall council liaison, RACC series, and/or participate on a University Housing Services committee.

## **REAPPOINTMENT**

This appointment letter covers only the period stated. RA reappointment is based on performance evaluation, departmental needs, and the re-application process.

## **RESIGNATION**

Should the staff member choose, they may resign their RA position by scheduling a meeting with their Residence Hall Coordinator and submitting a typed letter of resignation that is signed and dated. This letter should include the effective date of their resignation.

*Please note: resignation does not release a staff member from the terms and conditions of their housing license agreement.*

## **COMMUNITY DEVELOPMENT**

RAs are expected to build community with the residents that reside on the floor/area on which they are assigned as well as among the residents of the entire building/hall. Community building is essential/ critical to the role of the RA. RAs are expected to encourage 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 support their Hall Council, Residence Hall Association (RHA), and National Residence Hall Honorary (NRHH) programming efforts.

### **Resident Advisors are expected to fulfill the following community building requirements:**

- Follow the resident engagement model as established by the Associate Director of Residential Education.
- Spend time on the floor to build a positive community especially during the first six weeks of each semester.
- Learn the names of the floor residents by the end of the first three weeks of class.
- Engage with residents by having meals with them on campus.
- Utilize existing large-scale programming as a way to building community: for example, RHA events, Weeks of Welcome (WOW), Unique events, PRIDE – Women’s Center, Multi-culture Center (MCC), Associated Students, Inc. (ASI), Athletics events, etc.
- Meet with residents to confirm Roommate and Suitemate Agreements have been submitted
- Submit “Of the Month” (OTM) nominations.
- RAs working in theme communities will have additional community development expectations specific to the community.

The Residence Hall Coordinators may add additional community building expectations.

### **COMMUNITY/FLOOR MEETINGS**

Community and/or floor meetings are held based upon the assessment of the department, the RA, and the Residence Hall Coordinator. **At minimum**, community/floor meetings are to be held monthly. RA's begin community/floor meetings at the start of the fall semester with an opening meeting which includes community expectations including the housing alcohol and drug policies, campus resources, sexual violence awareness resources, and safety information. In September the RA's meeting focuses on fire safety and evacuation protocols, policy and procedure follow up, conduct process, room inventory and roommate agreements. RHC's will provide a basic agenda and assist with organizing the community/floor meeting schedules each month.

### **ADMINISTRATION**

Resident Advisors are responsible for the following:

- Check for messages on Sac State email a minimum of once a day.
- At all times, have on their possession their One Card and room keys.
- Assist residents when locked out of their rooms.
- Carry and respond to the duty cell phone (loss or damage of a cell phone may result in a financial charge).
- Record keeping/report writing.
- Various administrative duties (such as work orders, room inventory inspections etc.).
- Room and suite checks including Health and Safety Inspections and Health and Wellness Checks
- Opening and closing duties including but not limited to checking residents in and out of their room assignment.
- Other duties as assigned by your supervisor.
- Loss of room key(s) will result in a core change and corresponding replacement costs.
- Loss of a sub-master key may result in a financial charge and job termination.
- Resident Advisors should follow the lock out procedure in the event they experience a lockout. Lock outs exceeding three (3) in a semester will be reviewed by the Residence Hall Coordinator.

### **ON-CALL DUTY EXPECTATIONS**

- During the week day Monday-Friday from 8am to 6pm, RAs serve as part of a day duty rotation as determined by the department under the direction of the Associate Director of Residential Education. While on day duty the RA is to remain within North Village.
- Within each residential building Ras, amongst their team, will serve as part of a building nightly (6pm-8am) and weekend duty (6pm Friday thru 8am Monday) rotation under the direction of the Associate Director of Residential Education.
- During nightly duty and weekend duty, the RA is permitted to be within the North Village area in order to partake in or pick up meals. Meal times shall not exceed 30 minutes for each meal period (Breakfast, Lunch, and/or Dinner). Otherwise, the RA is not to leave their hall except as approved or directed by the RHC on duty.
- RAs are expected to assist with the hall and floor communities as needed while on-call.
- RAs are expected to make outside day and evening rounds with the CSO at specified days and times.

### **RAs:**

- Shall notify their Residence Hall Coordinator if they need to switch duty.
- Shall notify and receive approval from their Residence Hall Coordinator no later than 48 hours in advance when leaving for a weekend.
- Shall not be gone overnight (after 2:30 a.m.) unless given **prior** approval by their Residence Hall Coordinator.
- Shall not be away from campus more than two (2) weekends a month.

- Shall be present for the following events based on the **ACADEMIC YEAR RA JOB TIMELINE** noted below. *Dates may be adjusted. Training may be delivered in an online format, with in the dates listed below. RAs will be informed in writing of changes.*

RA Move In:	Saturday, August 6 – Sunday, August 7
RA Training:	Monday, August 8 – Friday, August 19 (Tentative)
Opening Week:	Monday, August 22 – Sunday, August 28
Homecoming Week	TBD
Admissions Events	TBD
Thanksgiving	All halls are open and RAs are on duty (1 per night).
Winter Break Closure:	Sunday, December 18, RAs are required to stay until released by RHC which may depend upon graduating seniors, international students, and late stay departures as well as general closing tasks being completed <b>Specific halls are open and will have RAs on duty.</b>
Spring Semester Return:	Wednesday, January 11 (Tentative)
Spring Training:	Thursday, January 12 – Thursday, January 19 (Tentative)
Spring Opening:	Friday, January 20 – Sunday, January 22 (Tentative)
Spring Break:	Saturday, March 18 - Sunday, March 26 All halls are open and RAs are on duty (1 per night).
Recruitment Events	TBD (i.e. Admitted Students, Housing Applications)
Semester Closure:	Tuesday, May 23 – RAs are required to stay until released by RHC, in consultation with the Associate Director of Residential Education, which may depend upon graduating seniors, international students, and late stay departures as well as general closing tasks being completed.

#### **UNIVERSITY HOUSING SERVICES:**

- Shall compensate by room and limited board options when RA's are on duty for any of the break periods.
- Shall provide meals during training when RA's are expected to be on-campus.

#### **EMPLOYMENT / EXTRACURRICULAR ACTIVITIES**

RAs first priority is academics; second priority is the RA appointment. UHS understands the challenges of college including the associate costs. With the latter in mind UHS allows employment outside of the RA position under the following conditions:

- First semester RAs (new) with approval from their RHC may work or have extracurricular activities up to 12 hours per week in addition to the RA position.
- Returning RAs that have a positive evaluation, 2.5 or above California State University, Sacramento semester and cumulative GPA, and approval from their RHC may work or have extracurricular activities up to 15 hours per week in addition to the RA position
- When requesting approval for employment hours (on or off campus), volunteer hours, and/or extracurricular activities, RAs must submit to their RHC a copy of the work or volunteer schedule/hours and or extracurricular meeting and commitment schedules. The Associate Director of Residential

Education will have the final approval authority. Note, approval of employment, volunteer hours, and/or extracurricular activities is not guaranteed.

- **If an RA is not meeting job expectations or is on RA Academic Probation, they may be asked to reduce or cease extracurricular and/or job involvement outside of the RA role.**
- RAs cannot hold executive board positions in RHA or ASI.
- RAs cannot hold paid or volunteer student leader positions where training conflicts with RA training (i.e. Peer Health Educator and Peer Mentor positions).
- Based on the nature of the RA position extracurricular activities should be discussed with the RHC so they don't conflict with RA responsibilities.

## **ALCOHOL AND OTHER DRUGS**

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

- RAs under 21 years of age may not possess, consume, or transport alcohol or drugs on or off campus.

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

- RAs 21 years of age or older may consume alcohol and/or use drugs, if it does not violate University or UHS policy.
- The following guidelines apply:
  - RAs may not consume marijuana on campus property
  - RAs may not possess or transport marijuana or drug paraphernalia on campus property
  - RAs may not consume alcohol and/or use marijuana within a 12-hour period prior to on-call/duty nor while on-call/ duty.
  - RAs may not be intoxicated and/or under the influence of alcohol or marijuana while performing RA responsibilities.

### **All Resident Advisors – Use/Possession of Other Drugs**

- All RAs are prohibited from using or possessing any illegal drug(s).

**Failure to comply with Title 5, Campus Alcohol Policy, Housing policy, and terms in the RA Appointment Letter will cause the RA to lose their RA appointment and compensation.**

## **GOOD CONDUCT STANDING**

Resident Advisors must abide by University policies and Title 5 (Student Conduct Code); University Housing Services policies; and state and federal laws. University Housing Services requires an RA to be in and maintain good conduct standing in order to be appointed and maintain their role as an RA. RAs found in violation of University or Title 5 policies and/or UHS policies will be considered **not** in good standing until all sanctions are completed. Additionally, any RA placed into a status of probation will **not be** in good conduct standing. An RA not in good conduct standing will lose their RA appointment and compensation.

## **ACADEMIC YEAR CONFERENCES**

Throughout the academic year, RAs may be required to assist with university programs/events, outreach and yield events, tours, guests, and conference groups.

## **CONFIDENTIALITY AND REPORTING**

Resident Advisors deal with a lot 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 Residence Hall Coordinator immediately. Confidentiality should not be promised by a RA to the residents, but should be passed UP to

supervisors, not OUT to the residents or other RAs. Failure to maintain confidentiality can result in the RA losing their RA appointment and compensation.

RAs are also CSAs (Campus Security Authorities) as defined by the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, and are required to report crimes under this act. Being a CSA also requires mandatory semester training which RAs are expected to complete.

**TERMINABLE PERFORMANCE CONCERNS**

Resident Advisors can be terminated for reason including, but not limited to:

- Are involved in alcohol or drug incidents on-campus
- Fail to report policy incidents, Title IX incidents, or other concerning behaviors
- Severe lapses in judgement putting self, others, and/or University Housing Services at risk
- Recurring general performance concerns (ie. Late to meetings, fulfilling programming expectations, etc.)

Staff released from their role, may also be released from other positions they hold in University Housing Services depending on the performance concern.

**MEDIA INFORMATION**

Resident Advisors are to direct all media inquiries or requests to their supervisor and/or University Housing Services.

**OTHER**

Based on liability concerns, Resident Advisors are not to transport residents in association with their appointment unless given approval by University Housing services.

Resident Advisors are not to ‘key into’ any resident rooms without the consent of an RHC.

**SUMMARY**

RAs shall accept and fulfill other obligations as assigned by the Residence Hall Coordinator.

**My agreement to this document signifies my acceptance and agreement of the responsibilities in this Appointment Letter. I further understand that this Appointment Letter is based on successfully passing a background check including a GPA and University/UHS conduct standing review, and is based on maintaining GPA requirements as well as good conduct standing. I further agree that I will discuss my work schedule and performance with my supervisor to communicate any other demands that would affect the outcome of me performing my responsibilities listed in this Appointment Letter. I understand that my building/room or area assignment may change based on need. Additionally, I understand that if there are changes to this agreement, I will be notified of the changes in writing in a timely manner.**

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

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

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

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