RESIDENT ADVISOR (RA) APPOINTMENT LETTER
2020-2021 ACADEMIC YEAR

The Resident Advisor (RA) agrees to accept a student appointment at California State University, Sacramento for the 2020-2021 academic year, subject to the terms and conditions of this Appointment. RA move-in is on Saturday, August 15, 2020 and Sunday, August 16, 2020. RA responsibilities commence on Monday, August 10, 2020 and may continue through Tuesday, May 25, 2021. The Resident Advisor further agrees to live in the residence halls and take board in the residence halls Dining Commons as a condition of this appointment.

Total compensation to a Resident Advisor is a single room and board for the 2020-2021 academic year excluding campus closures. The Resident Advisor schedule includes, but is not limited to, the following commitments: staff meetings, trainings (in person and online), building rounds, activities, 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 Residence Life Coordinator, Assistant Directors, and/or Senior Associate Director of Residential Life. 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 Life staff members. The RA position should come next.

Resident Advisors are required to reserve Wednesdays from 3pm to 5pm for staff meetings. Additionally, all RAs are also required to reserve Mondays from 3pm to 5pm for RA Workshop/Professional Development. Should a Resident Advisor have a required class only offered during the Wednesday 3pm-5pm or Monday 3pm-5pm timeslot, they should immediately email their Residence Life Coordinator for approval.

1st and 2nd Semester Resident Advisors

• Must be enrolled for minimum of 9 and maximum of 16 units per semester.

After 2nd Semester Resident Advisors

• Must be enrolled for minimum of 9 and maximum of 18 units.

Any exceptions must be submitted in writing to the Residence Life Coordinator and approved by the Assistant Director/Senior Associate Director, Residential Life 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 Life Coordinator and it must be approved by the Assistant Directors/Senior Associate Director, Residential Life.

• Prior to registration, in both the fall and spring semesters, the RA shall submit a request in writing to their Residence Life Coordinator before registering for more than one night class (a class which is in session past 6PM) or morning class which requires leaving the building before 8AM. This request will be reviewed and approved by the Residence Life Coordinator in consultation with the Assistant Director/Senior Associate Director, Residential Life.

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 RLC 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 2.0 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 2.0. 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 1.5 and 1.99, the RA will be placed on RA Academic Probation. If an RA receives a semester GPA of a 1.49 or below, the RA will lose their RA appointment and compensation. An RA may only have one semester of RA Academic Probation. Subsequent semesters below a 2.0 semester GPA will result in loss of appointment and compensation.

MEETINGS

• Each RA is required to participate in Monday RA Workshops/Professional Development from 3pm- 5pm. 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.
  o RAs are required to have Mondays from 3-5pm available.
  o 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 3pm to 5pm.
  o RAs are required to have Wednesdays from 3-5pm available.

• One-on-one weekly meetings between the RLC and RA will occur. These meetings will be scheduled by the RLC in consultation with the RA.

RA WORKSHOP AND PROFESSIONAL DEVELOPMENT

1st Semester RAs

New RA Workshops

• New RAs will participate in a weekly RA workshop their first semester on Mondays from 3pm to 5pm.

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
3pm-5pm. Sessions will vary. Other forms of development may include participation in the RA recruitment and selection process.

**All RAs**
- All RAs will 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, 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 Life Coordinator and submitting a typed letter of resignation that is signed and dated.

*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 programming model as established by the Senior Associate Director of Residential Life.
- 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 in the Dining Commons.
- Utilize existing large-scale programming as a way to building community: for example, RHA events, WOW, Unique events, PRIDE – Women’s Center, MCC, ASI, Athletics events, etc.
- Roommate and Suitemate Agreements
- Submit Of The Month (OTM) nominations
- RAs working in theme communities will have additional community development expectations specific to the community.

The Residence Life Coordinators may add additional community building expectations.

**FLOOR MEETINGS**
Floor meetings are to be held based upon the assessment of the RA and Residence Life Coordinator. At minimum, floor meetings are to be held at the beginning (by Sunday of Opening Day) and end of each semester. The opening floor meetings in fall should include community expectations including the housing alcohol and drug policies. RAs will also include information on the We Care – We Will Help campaign and website, which outlines sexual violence awareness resources. RAs will also include information on tampering with fire safety equipment and ‘Notice to Appear’ citation.
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 student ID 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 inventories, 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 Life Coordinator.

ON-CALL DUTY EXPECTATIONS

- During the day (8am-6pm), RAs serve as part of a day duty rotation as determined by the department under the direction of the Senior Associate Director, Residential Life.
- Night duty begins at 6pm and ends at 8am. During night duty, the RA is permitted to be within the North Village area (i.e. Dining Commons, Courtyard Market, other Residence Halls or Resource Room) between 6pm and 8pm. After 8pm the RA is not to leave their hall except as approved by the RLC on duty.
- RAs are expected to assist with the hall and floor communities as needed while on-call/duty
- RAs are expected to make outside day and evening rounds with the CSO on assigned weeks.

RAs:

- Shall notify their Residence Life Coordinator if they need to switch duty.
- Shall notify and receive approval from their Residence Life Coordinator no later than 48 hours in advance when leaving for a weekend.
- Shall not be gone overnight (after 2:30am) unless given prior approval by their Residence Life 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.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date(s)</th>
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<tbody>
<tr>
<td>RA Move In</td>
<td>Saturday, August 15 – Sunday, August 16</td>
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<tr>
<td>Training</td>
<td>Monday, August 10 – Friday, August 27</td>
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<td>Opening</td>
<td>Wednesday, August 26 – Sunday, August 30</td>
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<td>Homecoming Week</td>
<td>October 19-24, 2020</td>
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<td>Thanksgiving</td>
<td>All halls are open and RAs are on duty (1 per night).</td>
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<td>Winter Break Closure</td>
<td>Sunday, December 20, RAs are required to stay until released by RLC which may depend upon graduating seniors, international students, and late stay departures as well as general closing tasks being completed. Specific Halls are open and will have RAs on duty.</td>
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Spring Semester Return: Starting Saturday, January 9
Spring Training: Monday, January 11 – Thursday, January 21
Spring Opening: Friday, January 22 – Sunday, January 24

Spring Break: Saturday, March 20 - Sunday, March 28
All halls are open and RAs are on duty (1 per night).

Semester Closure: Tuesday, May 25 – RAs are required to stay until released by RLC which may depend upon graduating seniors, international students, and late stay departures as well as general closing tasks being completed.

- When on duty for any of the break periods, RAs will be compensated by room and limited board options for their duty shift.

OUTSIDE 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 RLC may work up to 8 hours per week, on campus, outside / in addition to the RA position.
- Returning RAs that have a positive evaluation, minimum 2.0 California State University, Sacramento semester/cumulative GPA, and a positive recommendation from their RLC may work up to 12 hours per week, on campus, outside/in addition to the RA position
- Returning RAs wishing to work 12 hours or less off campus must submit a request to their RLC, which must ultimately be approved by the Assistant Director(s). Off campus employment is not guaranteed. If approved, a copy of the work schedule/hours may be requested by the RLC.
- RAs cannot hold executive board positions in RHA, ASI, NRHH, or NSLS.
- RAs cannot hold paid or volunteer student leader positions where training conflicts with RA training (ie. Peer Health Educator and Peer Mentor positions).
- Based on the nature of the RA position extracurricular activities should be discussed with the RLC so they don’t conflict with RA responsibilities.

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.

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 marijuana 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 marijuana, 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 marijuana with or in the presence of underage students off campus
- RAs may not consume alcohol in the presence of underage students on or off campus.
- 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

**Failure to comply with Title 5, Campus Alcohol Policy, Guide to Residential Life 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 shall assist with university programs, 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 Life Coordinator 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 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 will be terminated for reason including, but not limited to:
- Are involved in alcohol or drug incidents on-campus or off-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 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 RLC.

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

My signature on 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: ____________________________________________

SIGNATURE: _______________________________________

DATE: ____________________________________________

STUDENT ID#: ________________________________

TEAM/BUILDING: ________________________________