

2017-2018 COMMUNITY ASSISTANT APPOINTMENT CONTRACT ***Subject to change for 2018-2019**

This Community Assistant Appointment Contract (the "Agreement") is entered into between Bowling Green State University (the "University") and _____ (the "Appointee") and is for the 2017-2018 academic year at Bowling Green State University.

Location

The Appointee has been assigned to work as a Community Assistant. All assignments are subject to change and the University reserves the right to change or reassign Appointee to another building as the University deems appropriate, in its sole discretion during the term of the Agreement.

Term

The length of employment is for the entire of the 2017-2018 academic year, which includes the Fall and Spring semesters, so long as the Appointee meets all of the terms and the conditions of employment set forth in this Agreement, as well as in the Community Assistant job description and Community Assistant Employment Agreement, or as otherwise requested by the Office of Residence Life or the University.

Residential Requirement

The Community Assistant job, the live-in component of which is a critical condition of employment, requires the Appointee to live in the building indicated in this Agreement or as otherwise assigned, during the entire time of the Agreement. A portion of the room cost and a stipend are provided as part of the compensation for the job. As fully participating members of the building community, the Appointee will demonstrate a commitment to residents by viewing their building as the Appointee's primary place for residence, and participating in the social and educational activities.

Consideration

The University provides the Appointee compensation for the employment as a Community Assistant in the following forms:

1. Cash Stipend: A cash payment stipend in the amount of \$3,121.20, which will be paid in biweekly payments over the course of the academic year in accordance with the Bowling Green State University Student Employment Payroll Schedule for 2017-2018. The first pay period will commence upon the contract start date of August 7, 2017. The final pay period will conclude with the last date of the contract, May 6, 2018. This stipend constitutes taxable income, and the appropriate taxes will be deducted according to the W-4 from filed with the Payroll Office. If the CA is hired after the start of the academic year, the stipend will be prorated concurrent with the position start date.

2. Room Remuneration: Appointee shall also receive as compensation in addition to a cash stipend:
A room credit at the standard double room rate, valued at \$2,725 per semester, which will cover a portion of the Appointee's assigned room in either Conklin Hall or their respective Greek House.

Note: Appointee's remuneration shall not be construed to constitute a scholarship, grant or gift for grant or financial aid purposes. This remuneration is partial compensation for services rendered. Room remuneration does not constitute reportable income to the IRS where such remuneration is required as a condition of employment as a Community Assistant. The University is not, however, an insurer that the

tax laws will remain unchanged during the term of this Agreement.

Contacting Financial Aid

The Office of Residence Life is required to notify the Office of Student Financial Aid of all staff appointments. You are encouraged to consult a representative from the Office of Student Financial Aid to learn if the room and any compensation received as a function of your employment will affect your specific financial aid package.

Termination

In the event of termination of this Agreement, all compensation shall cease as of the termination date. Upon termination of this Agreement, Appointee shall contact both the Payroll Office at (419) 372-2201 and the Bursar's Office at (419) 372-2815 to pay any outstanding housing and dining fees and to confirm financial good standing. Termination of the Community Assistant Appointment Contract shall not invalidate, nullify or terminate the independent Residential Acceptance Agreement that Appointee signs and to which Appointee is a party. Appointee shall continue to be obligated to remain in on-campus housing for the full term of the Residential Acceptance Agreement, unless otherwise released. Appointee's terms and conditions of Appointment are also subject to the laws of the United States and of the State of Ohio, the rules and regulations of the University as embodied in the University Charter, the BGSU Student Handbook, the University Code of Ethics and all other policies and procedures of the University as authorized and approved by the University Board of Trustees. The Appointee's Appointment is further subject to the sufficiency and availability of University funds and/or building occupancy.

I have read and agree to the contract provisions as stated above as well as the attached employment agreement that is included with this contract.

Appointee Printed Name

Appointee Signature

Date

University Hiring Authority

Date

2017-2018 COMMUNITY ASSISTANT EMPLOYMENT AGREEMENT Terms and Conditions of Employment

The Community Assistant (CA) is an integral part of residential life at Bowling Green State University. Many students will look to the CA as a role model. As such, each CA maintains the responsibility and obligation to always conduct oneself in a manner that is reflective of the highest standards.

Position Description

The CA is a twenty (20) hour per week paraprofessional staff member of the Office of Residence Life who lives in Conklin Hall or the CA's respective Greek House. The CA works closely with and is directly responsible to the Residence Hall Director. The CA keeps the supervisor informed of activities, problems, and needs of residents. The CA helps to establish and maintain open lines of communication between residents of the hall and the Office of Residence Life. The CA also serves as a resource and provides outreach to students. This appointment is for one full academic year.

Minimum Qualifications

1. The CA must be a full-time (at least 12 credits), enrolled student.
2. The CA must maintain a cumulative and semester grade point average of 2.5 or above at all times.
3. The CA must not be currently on Residential or University disciplinary probation.

Section One: Dates of Employment

1. CAs must attend Fall Training from **Monday, August 7, 2017** through **Monday, August 21, 2017**.
2. CAs must attend Spring Training from **Friday, January 5, 2018** through **Monday, January 8, 2018**.
3. CAs must remain on campus through Winter Break hall closing on **Dec. 16, 2017 at 5:00PM**.
4. CAs must remain on campus through Spring Break hall closing on **March 3, 2018 at 1:00PM**.
5. CAs must remain on campus through hall closing on **Sunday, May 6, 2018 at 2:00PM**.

Section Two: Academics

1. CAs are students first and, as such, should always strive for academic excellence.
2. CAs may take more than 18 credit hours per semester, but only with permission of the Assistant Director.
3. CAs must maintain a cumulative and semester grade point average of a 2.5 or above at all times.
4. CAs must know, understand, and abide by the Academic Performance standards in the CA Manual.

Section Three: Personal Responsibility

1. CAs must demonstrate sound judgment at all times.
2. CAs will serve as a positive representative of the Office of Residence Life both on and off campus.
3. CAs will know, understand, and abide by the CA Manual, including the Community Assistant Disciplinary Policies, Job Action Process, and all policies as they relate to the CA position.
4. CAs will know, understand, abide by, and enforce all policies set forth in the CA Manual, Student Handbook, Desk Clerk Handbook, as well as all applicable Federal, State, and local laws.
5. CAs will inform the Hall Director of any current or potential problem involving a CA and/or affecting the individual, staff, or community.
6. CAs will not engage in gossip, insubordinate behavior, team conflicts, or exhibit continuous negative attitudes.
7. CAs will abide by all guidelines outlined in the Office of Residence Life's Statement of Confidentiality.
8. CAs will abide by the University's Sexual Harassment Policy and pass the Sexual Harassment on-line training.
9. CAs will abide by the Amorous Relationship policy in the CA Manual.
10. CAs are expected to know and abide by all University computer and network policies.
11. CAs will utilize only those computer systems which they have been granted access and provided training.
12. CAs will abide by the Technology and Public Internet Sites policy outlined in the CA Manual.

13. When affiliated with an Office of Residence Life event, initiative, or in the capacity of their positions, student staff are not permitted to transport residents in their personal vehicles or ride in other residents' cars.
14. CAs will abide by the "Working with Residents' Parents and Families" guidelines in the CA Manual.
15. CAs must be and remain current on all financial obligations to the University.

Section Four: Alcohol and Drug Usage

1. CAs will know, understand, abide by, and enforce Federal, State, Local Law and the University's policies on alcohol and illegal drugs.
2. Community Assistants may not possess, consume, or distribute alcohol to minors on or off campus. Regardless of age, CAs may not stay at an event where a minor is consuming, possessing, or distributing alcohol or illegal drugs.
3. CAs may not consume alcohol with Residents as defined in the CA Manual.
4. CAs may not be employed in positions as a bartender, bouncer, ID checker, or any position at an establishment that serves alcohol as its primary source of business.
5. CAs, 21 years of age or older, are expected to make responsible choices when consuming alcohol, always keeping in consideration their ability to be role models for residents.
6. The use of any form of illegal drug is in violation of state and federal law and will result in termination.

Section Five: Time Commitment

1. It is expected that the Community Assistant position will be a student's first priority after academics.
2. Extracurricular activities come after academics and job responsibilities and should be approved by the Hall Director/Graduate Hall Director prior to involvement or commitment.
3. CAs must complete all assigned staff development requirements.
4. CAs are expected to complete In-services each semester.
5. CAs will not schedule classes or activities on Wednesdays, 7:30 – 9:00PM.
6. CAs are expected to support and participate in Office of Residence Life sponsored programs and initiatives including, but not limited to, Staff Recruitment, Homecoming, and Sibs & Kids
7. Certain weekends during the academic year will be considered "Closed Weekends" and all staff must be on-campus during these days.
8. CAs must know and abide by the policy on Additional Employment and Academic Internships in the CA Manual.

Section Six: Conduct, Duty, & Safety

1. Duty begins each night at 6:00PM and continues until 8:00AM the following morning, Monday through Friday, and until 12:00PM on Saturday and Sunday.
2. CAs are expected to be in their assigned building at all times when on duty.
3. CAs are expected to respond to student concerns and crisis situations when both on and off duty.
4. CAs are expected to sleep in their assigned building each night except for approved time away.
5. CAs may spend up to 12 nights away from campus per academic semester with the prior approval of his/her immediate supervisor.
6. CAs must be in their assigned hall by 2:00AM or take a night away.
7. CAs who plan on being out of their assigned hall past 2:00AM, must sign out with a supervisor.
8. CAs may not engage in additional employment or leave the building while on duty, unless given permission by the Hall Director for emergency purposes.
9. CAs may not consume or be under the influence of alcohol or other illegal drugs at any time during duty.
10. CAs will complete all assigned duty responsibilities by 12:00PM the next day.
11. CAs will document any and all violations of Law, University Policy, Crisis Situations, Police or Emergency Service Interactions, and Behavioral Issues by 12:00PM the next day.
12. CAs must notify the Hall Director or Hall Director on Duty by phone of any crimes or Police/Emergency Service interactions in the hall.
13. CAs must check photo identification in accordance with the Identification of Individuals policy in the CA Manual.

Section Seven: Use of PED and Keys

1. CAs should never carry a Master Key or Lockout Key at any time, if they are not using it.
2. Master Keys and Lockout Keys must never leave the hands of a staff member to whom they are assigned.
3. The Master Key should always be returned to the Lock Box after each use.
4. CAs must use a Master only as directed by the Hall Director/Graduate Hall Director, Office of Residence Life professional staff member, or the University Police.
5. CAs must always document any situation when the Master Key is used.
6. CAs must report immediately to the Hall Director if the Master key or PED is misplaced, lost, or stolen.
7. CAs always utilize their access to rooms/building through the use of their PED, the Master Key, and lockout key responsibly and in accordance with policy.

Section Eight: Opening, Closing & Break Periods

1. CAs will be expected to stay late and come back early during Break periods in order to assist with the Opening and Closing of the buildings.
2. CAs will be expected to cover buildings during the entire Break periods.
3. CAs should plan on staying until after the buildings are closed and/or returning early to open during Breaks.
4. CAs should not make travel or vacation plans without consulting with their supervisor first.

Section Nine: Community Development

1. CAs will complete all interactions, interaction logs, passive education, active education, and community development expectations.
2. CAs must engage in one-on-one interactions, including but not limited to, outreach initiatives, individual House interactions, and building-wide interactions.
3. CAs will establish a positive environment in the Greek Village by enforcing policies, documenting incidents, documenting student issues, mediating conflicts, following up on student concerns, and having individual conversations with residents.
4. CAs will complete nightly community walks when on duty, stopping and talking to residents along the way.
5. CAs will conduct weekly meetings with their assigned House Managers for the first 4-6 weeks of the academic year and then at least every other week after the first 4-6 weeks.
6. CAs will be a guest at a full chapter meeting of their assigned Greek Houses within the first 2-3 weeks.

Section Ten: Additional CA Expectations & Duties

1. CAs may be expected to fulfill additional responsibilities and duties as assigned.
2. CAs will adhere to all supplemental expectations as assigned by the Hall Director/Graduate Hall Director.
3. CAs should be familiar with all information found in the CA Manual and in the Employment Documents section.
4. CAs are expected to refer all media requests to the Senior Associate Director or the Office of Marketing and Communications, and inform the Hall Director immediately after any request.

Community Assistant Printed Name

Community Assistant Signature

Date

Supervisor

Date