

## 2017-2018 RESIDENT ADVISOR APPOINTMENT CONTRACT \*Subject to change for 2018-2019

This Resident Advisor 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 Resident Advisor in \_\_\_\_\_ (*residence hall name*). All assignments are subject to change and the University reserves the right to change or reassign Appointee to another residence hall 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 Resident Advisor job description and Resident Advisor Employment Agreement, or as otherwise requested by the Office of Residence Life or the University.

### Residential Requirement

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

### Consideration

The University provides the Appointee compensation for the employment as a Resident Advisor in the following forms:

**1. Cash Stipend:** A cash payment stipend in the amount of **\$580.00**, 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 RA is hired after the start of the academic year, the stipend will be prorated concurrent with the position start date.

**2. Room and Board Remuneration:** Appointee shall also receive as compensation in addition to a cash stipend the following items:

One Bronze Meal Plan as defined under University guidelines providing meals through the University Dining Services;

One private room (valued at the standard double room rate) at single occupancy in the residence hall to which the Appointee has been assigned, where Appointee is to reside while performing Resident Advisor duties. Where possible, RA rooms will be furnished

as double rooms and include two sets of furnishings. Please be aware that if occupancy demands require it, RAs who are in double-occupancy rooms may be assigned a roommate and will receive an increased cash stipend while the roommate is sharing the room.

**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 and Board remuneration does not constitute reportable income to the IRS where such remuneration is required as a condition of employment as a Resident Advisor. 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 board 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 Resident Advisor 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 residence hall 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 RESIDENT ADVISOR EMPLOYMENT AGREEMENT**

### **Terms and Conditions of Employment**

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

#### ***Position Description***

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

#### ***Minimum Qualifications***

1. The RA must be a full-time (at least 12 credits), enrolled student.
2. The RA must maintain a cumulative and semester grade point average of 2.5 or above at all times.
3. The RA must not be currently on Residential or University disciplinary probation.
4. RAs must complete UNIV 2100, RA Training Course, with a grade of C or above the spring prior to employment.

#### ***Section One: Dates of Employment***

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

#### ***Section Two: Academics***

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

#### ***Section Three: Personal Responsibility***

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

#### ***Section Four: Alcohol and Drug Usage***

1. RAs will know, understand, abide by, and enforce Federal, State, Local Law and the University's policies on alcohol and illegal drugs.
2. Resident Advisors may not possess, consume, or distribute alcohol to minors on or off campus. Regardless of age, RAs may not stay at an event where a minor is consuming, possessing, or distributing alcohol or illegal drugs.
3. RAs may not consume alcohol with Residents as defined in the RA Manual.
4. RAs 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. RAs, 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 Resident Advisor 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. RAs must complete all assigned staff development requirements.
4. RAs are expected to complete In-services each semester.
5. RAs will not schedule classes or activities on Wednesdays, 7:30 – 9:00PM.
6. RAs are expected to support and participate in Office of Residence Life sponsored programs and initiatives including, but not limited to, RA 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. RAs must know and abide by the policy on Additional Employment and Academic Internships in the RA 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. RAs are expected to be in their assigned hall at all times when on duty.
3. RAs are expected to respond to student concerns and crisis situations when both on and off duty.
4. RAs are expected to sleep in their assigned building each night except for approved time away.
5. RAs may spend up to 12 nights away from campus per academic semester with the prior approval of his/her immediate supervisor.
6. RAs must be in their assigned hall by 2:00AM or take a night away.
7. RAs who plan on being out of their assigned hall past 2:00AM, must sign out with a supervisor.
8. RAs may not engage in additional employment or leave the residence hall while on duty, unless given permission by the Hall Director for emergency purposes.
9. RAs may not consume be or under the influence of alcohol or other illegal drugs at any time during duty.
10. RAs will complete all assigned duty responsibilities by 12:00PM the next day.
11. RAs 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. RAs must notify the Hall Director or Hall Director on Duty by phone of any crimes or Police/Emergency Service interactions in the hall.
13. RAs must check photo identification in accordance with the Identification of Individuals policy in the RA Manual.

**Section Seven: Use of PED and Keys**

1. RAs 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. RAs 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. RAs must always document any situation when the Master Key is used.
6. RAs must report immediately to the Hall Director if the Master key or PED is misplaced, lost, or stolen.
7. RAs 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. RAs will be expected to stay late and come back early during Break periods in order to assist with the Opening and Closing of the halls.
2. RAs will be expected to cover halls during the entire Break periods.
3. RAs should plan on staying until after the halls are closed and/or returning early to open during Breaks.
4. RAs should not make travel or vacation plans without consulting with their supervisor first.

**Section Nine: Community Development**

1. RAs will complete all interactions, interaction logs, programming, passive education, active education, and community development expectations.
2. RAs must engage in one-on-one interactions, including but not limited to, outreach initiatives, individual floor interactions, and hall-wide interactions.
3. RAs will establish a positive environment on the floor and in the hall by enforcing policies, documenting incidents, documenting student issues, mediating conflicts, following up on student concerns, and having individual conversations with residents.
4. RAs will complete nightly community walks when on duty, stopping and talking to residents along the way.

**Section Ten: Additional RA Expectations & Duties**

1. RAs may be expected to fulfill additional responsibilities and duties as assigned.
2. RAs will adhere to all supplemental expectations as assigned by the Hall Director/Graduate Hall Director.
3. RAs should be familiar with all information found in the RA Manual and in the Employment Documents section.
4. RAs 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.

\_\_\_\_\_  
Resident Advisor Printed Name

\_\_\_\_\_  
Resident Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date