A. INTRODUCTION – THE DEPARTMENT OF HOUSING AND RESIDENCE LIFE (DHRL)

1) Mission: The Department of Housing and Residence Life’s (from this point onward DHRL) mission is to provide students living in university housing with a safe and secure environment that is conducive to academic and personal achievement.

2) Residence Life Vision: Providing quality opportunities and connections for academic and personal growth.

3) Statement on Diversity and Inclusiveness: DHRL strives to create a community where each person feels welcomed and valued for his or her own individual contribution.

4) Student Development and Enrollment Services - Vision: We advocate that all DHRL staff abide by the SDES vision of “SDES empowers students to succeed by adding values.”

5) UCF Creed: We advocate that DHRL staff abide by the UCF Creed: Integrity, Community, Creativity, Scholarship and Excellence.

B. INTRODUCTION – THE GRADUATE ASSISTANT

1) Expectations: The GA position is a live-in position, whereupon you are responsible for assisting professional staff facilitate positive community among residents, promoting a safe and comfortable living environment, and serve as a department and university representative and role model, all while living in a department assigned unit within a DHRL community. This position description serves as an overview of the DHRL expectations of your GA position and addresses most areas within reason, recognizing that not every single responsibility can be covered here.

- Responsibilities: There are 3 primary job responsibilities for your GA position: 1) On Call Responsibilities, 2) Office Hours and Availability, and 3) Special Circumstances. To successfully accomplish your job related responsibilities we expect that you plan to work on at least 4 business days, with 2 at least days off during most weeks of the calendar year, including summer, unless otherwise directed (also see E.4: Move-In, Connection, Hurricanes, etc.).

- Community Specific: You will additionally be provided community specific expectations at the start of each semester (fall, spring, summer), which should cover any remaining items not specifically addressed here. Those additional expectations will be in the spirit of this agreement and will not supersede or nullify this agreement. Any point of discrepancy between community and department expectations will be resolved at the assistant director level.

2) Residency: Your position requires that your assigned unit/placement is considered your primary place of residence and you may be required to sign a housing agreement or Knights Circle lease, which is contingent upon employment, despite the fact that you will not be charged to reside in that unit. In some instances you may be expected to live with another GA in a shared apartment. This means that outside of days you are away, you are required to live in your assigned unit. Your assignment/placement is at the sole discretion of the DHRL and may be altered at any time based upon need. You are responsible for reading and understanding all terms and conditions of the agreement/lease. If you no longer are to serve in the GA role, you will no longer be required to sign a lease in your assigned unit.

- Health and Safety: Your room is subject to health and safety inspections in the regular rotation when conducted for your community.

- Room/Apartment Condition Inventory: You are required to file a room or apartment condition inventory upon move-in and your room will be inspected upon move-out. An AC will be responsible for your traditional move-in and move-out.

C. QUALIFICATIONS

1) Disclosure and Release of Information Authorization: In order to safeguard the student community, the University may request a consumer report or an investigative consumer report* for student employees, graduate assistant appointees, or volunteers. You are expected to authorize the university to obtain information which may include, but is not limited to, academic, residential, achievement, previous employment verification and/or job performance, workers compensation, professional licenses, credit reports, driving history, and criminal history records. Your hire status is always conditional upon a successful verification. If a verification is not successful all hire decisions will be made by the Director or his or her designee. (Disclosure and Release of Information Authorization - Graduate Assistant Appointees/ Student Employees/ Volunteers (UCF Human Resources)

2) Enrollment: You must be enrolled and registered as a full-time degree-seeking UCF graduate student registered for no less than 9 (graduate) hours during fall and spring semesters. You are required to have an Assistant Director’s approval to drop below the class registration requirement. Summer class registration is not required for summer employment as a GA, but you must still be an enrolled student at UCF, unless you have been approved by an Assistant Director to work the summer following a May graduation
until July 1, 2013. If you are enrolled for summer you must be enrolled full time in order to receive the tuition remission (see tuition remission).

- **Medical Withdrawal and Grade Change:** If you seek to request a medical withdrawal, or grade change, you will communicate with your supervisor immediately. A timeline for department approval will be worked out with your supervisor (under the guidance of the Assistant Director) that requires verification from the department/college/registrar.

3) **Government Approval:** You must be approved to work by the U.S. government throughout the duration of your employment. Any international student hired to be a GA should consult with International Student Services to verify all pertinent materials are in order to hold the position.

4) **GPA:** You must meet the required 3.0 UCF-Only cumulative GPA (at hire and start for current UCF graduate degree-seeking students) in the GA position and you will maintain this GPA during your employment. If this GPA drops below 3.0, then your supervisor will discuss your employment status and possible release on a case-by-case basis. Summer semesters count toward this UCF-Only GPA.

5) **Office of Student Conduct:** You will maintain a clear student conduct record throughout the duration from your offer date until the end of employment to remain qualified for a position. Any previous conduct matter, including probation with Housing and Residence Life and or the Office of Student Conduct will be reviewed for consideration prior to the hire process.

6) **Responsibility:** You are responsible for informing a supervisor or hire official of circumstances that may impact your qualifications. You are also responsible for updating any and all employment information in a timely manner with your supervisor.

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## D. TERMS OF EMPLOYMENT

1) **Academics:** We make reasonable accommodations for your academic commitments. However, you must be prepared that certain responsibilities of the position are non-negotiable. If you have internships or classes that may interfere with responsibilities outlined in this document, then you will discuss this with a supervisor or hire official to verify if you have conflicts that cannot be accommodated. Any internship or class conflict that poses a conflict, but may be accommodated, requires assistant director approval.

2) **Status:** You officially begin work under this new PD as of 7/16/12. You are hired to the GA position and may remain in the position so long as you continue to meet qualifications of the position and so long as the Department can accommodate all staff employment needs. You will be formally asked about your intentions to work each semester to plan accordingly for recruitment needs. **December 15th** is end date for work for those departing fall semester; **December 17th** is apartment move out date. **May 9th** is end date for work for those departing spring semester; **May 13th** is apartment move out date. Work beyond May for graduating staff is negotiable with Assistant Director approval, but never guaranteed.

3) **Employee Discipline Process:** Your supervisor will provide you a copy of this document and review this process with you following hire. All violations of Golden Rule, Housing and Residence Life policies (staff policies/procedures/Ethical Standards) or violation of state or federal law may lead to release from employment as well as possible Office of Student Conduct action. Any processes involving alleged student conduct charges while serving in the GA position would also be covered by the staff discipline process. Staff grievances are also detailed in this document.

4) **Ethical Standards:** You will adhere to the DHRL’s 8 Ethical Standards while in the GA position.

   - **Confidentiality: Maintain confidentiality of all staff and students (maintain FERPA).**
   - **Harassment:** You will not harass anyone verbally, physically, through electronic media or specifically commit acts of sexual harassment, nor discriminate in any manner.
   - **Relationships:** You are prohibited from romantic and/or sexual relationships with your community’s residents and any staff that you co-supervise.
   - **Alcohol/Drugs:**
     - All Housing and Residence Life staff members are expected to comply with university and departmental policies as well as state and federal laws concerning alcohol use.
     - It is expected that staff will abstain from the consumption of alcohol prior to or, during working hours, or any university event/function where you might be in a position of responsibility. *Additionally, of age staff members in the graduate or professional positions are prohibited from consuming alcohol when that staff person is serving in the on-call role.*
- Graduate Assistant and Professional staff may not socialize with residents or undergraduate staff where alcohol is present in our facilities.
- Graduate Assistant and Professional staff may not socialize with residents or undergraduate staff where alcohol is, in any way, deemed to be the focus of the event.
- Housing and Residence Life staff should avoid behaviors that would compromise their ability to lead, serve as a role model and/or carry out their positional duties

- **Consistency:** You will treat all persons with equity so as not to provide unfair advantage for service.
- **University Representative:** You will abide by all Knights Circle/DHRL/UCF policies and you will hold others accountable by enforcing these policies. **Media/Electronic Media:** You are not authorized to represent or disseminate positions or policies of UCF DHRL to anyone. This includes engaging in activity or conduct in manner such that a reasonable person would assume you were authorized to represent UCF DHRL, including, but not limited to, social media site participation, blogging, or speaking with/responding to inquiries from media outlets. While you are free to express your opinion, you must take reasonable steps to ensure that the expression is recognized by potential recipients as your personal opinion, and not a representation of policy or position by UCF DHRL. Reasonable steps include, but are not limited to, a prefatory statement or contemporaneous disclaimer that you are not authorized to represent UCF DHRL, and that any statements made are solely your personal opinion, and not a representation by UCF DHRL.
- **Respect:** You will be respectful of all persons in and property of the DHRL.
- **Loyalty:** You will practice honesty and loyalty with supervisors, staff, of DHRL/UCF regarding issues of policy and conduct.

5) **Leave:** “Leave” is defined as an extended period of time away from your primary residence (your DHRL assigned unit) for more than 2 days in a week, as required by your job as graduate assistant. Leave is considered leave without pay.

- **Maximum:** During fall and spring semesters the maximum number of consecutive days of leave granted including weekends is no more than 5 days (not including Winter Break). If you work the entire summer, May – August, the maximum is no more than 7 consecutive days. Taking leave from 5 to 7 consecutive days will result in not receiving the paid compensation for that week. Generally, only 1 of these extended leaves will be granted during summer and up to 2 for fall and spring semesters. Leave is granted on first request basis to your supervisor.
- **Requests:** For any period of time when you will not be working and not living in your unit, longer than 3 days in a 7 day period of time, you will be required to request leave directly from your immediate supervisor. You will not be granted leave during the following periods, without approval from the Assistant Director: Move-In/Move-Out, DHRL Connection, or during the first week of the fall and spring semester.
- **Responsibilities:** You are responsible for information missed while on leave and for coverage of responsibilities while gone.
- **Winter Break:** GAs will only be compensated the 20 hours if they work 20 hours each week. GAs can work with their supervisor to come up with tasks to work during this time when the university is open. If a supervisor does not have anything for the GA to do, the GA can work with their AD to find tasks if able.
- **University Holidays:** (For Example: Martin Luther King Day, Memorial Day, Independence Day, Labor Day and Veteran’s Day) – If you have hours that fall on a University Holiday you can make up the hours that week in order to still obtain your 20 office hours. (You can work in the office during the holiday if you choose to do so and there is work to be done as approved by your supervisor.)

6) **Performance Evaluations:** You have the right to receive a blank copy of an evaluation at the start of each semester and your completed evaluation following your performance evaluation meeting each semester. You will be evaluated at the end of each semester and on an on-going basis by your supervisor on the following core competency areas: Leadership (LDR), Character Development and Integrity (CDI), Crisis Response and Conflict Resolution (CRCR), Community Development/Programming (CDP) and Professional/Administrative (PAD). You will also be provided an informal evaluation midway through each semester as well, the date to be agreed upon by you and your supervisor. As part of your ongoing 1-on-1 meetings, your supervisor will assess your performance and work load to ensure you are successfully meeting job expectations. You will be provided an assessment tool by your supervisor and review regularly in order to help assess your work load and responsibilities.

7) **Resignation:** Per UCF HR practice, you will provide a two-week notice (approximately) when transferring from one position to take another at UCF or when resigning from UCF. You may provide your supervisor a written letter, advise verbally, or complete a resignation form. When you leave a position in one department to accept a position in another department, notice of less than two weeks is only acceptable when approved by the “sending”/current supervisor, following negotiations with the “receiving”/new supervisor. You will receive any compensation due to you, unless in negative balance with our department.
8) **Status:** This position description/agreement is effective beginning as of 7/16/2012 and ending 5/9/13. You are hired to the GA position and may remain in the position so long as you continue to meet qualifications of the position, perform at a satisfactory level, and as long as the DHRL can accommodate all staff employment needs. You will be formally asked about your intentions to return to the GA position approximately one month prior to the end of each semester to plan accordingly for recruitment needs for the future semesters.

- **Release Dates:** GA release dates for the end of fall and spring semesters are 12/15/12 and 5/9/13 (5:00pm). Move out dates if you are leaving the department will be December 17 and May 13. Staff ending employment with the DHRL at these times will move out in a time frame directed by the Assistant Director, usually within 72 hours.
- **May graduates:** You will need to seek Assistant Director approval for employment as summer employment post-graduation cannot be guaranteed above those staff members continuing with the department.
- **Sabbatical:** If at any time you decide to leave your GA role in good standing (study abroad, internship, etc.) you may be considered for open GA positions within one calendar year of your departure, based upon your previous employee performance record. Rehire, or placement preference, are not guaranteed. Consideration for re-employment beyond one calendar year after sabbatical would require that you participate in the designated recruitment process at that time.
- **Summer:** The majority of our GA staff is needed to be employed over the summer. If you wish to be excused from summer as a GA you must make a formal request to an Assistant Director.

9) **Termination:** Our relationship as employer and employee is founded on respect and overall concern for student development. However, employees in Florida are considered at-will employees. This means the DHRL reserves the right to release an employee whenever we decide it is necessary to do so. This may be done for disciplinary reasons, for instances of occupancy capacity or staffing needs, etc. We will seek to give advance notice as possible for anything not job action related. All job action items are addressed through the employee discipline process.

<table>
<thead>
<tr>
<th>E. RESPONSIBILITIES OF THE GA POSITION</th>
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<tbody>
<tr>
<td>1. <strong>ON CALL RESPONSIBILITIES</strong></td>
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<tr>
<td>As a GA you are compensated for your on call responsibilities through your provided housing. DHRL considers on call responsibilities as a week beginning on Thursday 4:45pm and ending on Thursday 8:00am (not including Special GA Block Days – see below) between 4:45pm and 8:00am each evening during that week and during the entire 24 hour period of Saturday and Sunday and holidays. On call responsibilities include community call-ins/drop-by/logging calls, incident response, and other activities as directed by the supervising on call professional staff member.</td>
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<tr>
<td>• <strong>Business Day:</strong> GAs are not required to be on call and respond to the on call phone between 8:00am and 5:00pm Monday - Friday, unless it is a holiday – see below.</td>
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<tr>
<td>• <strong>Holidays:</strong> GAs on call for a week which contains a holiday will be expected to be on call and accessible during that business day as normally would apply to any weekend day.</td>
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<tr>
<td>• <strong>Other:</strong> Other on call duties as assigned.</td>
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<td>• <strong>Responding:</strong></td>
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<td>o Be prepared for all on call related situations when in possession of the on call phone/charger and on call binder.</td>
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<tr>
<td>o When answering the phone, announce yourself as the GA on call.</td>
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<tr>
<td>o Assist with updating the on call binder/trespass binder while on call. If you determine you are missing information, please contact the AD on call.</td>
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<tr>
<td>o No alcohol, controlled substances or prescription drugs that would impact your ability to think clearly should be consumed or used while on call.</td>
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<tr>
<td>o Check the GA Blackberry/your email regularly. Incident reports should be reviewed every couple of hours, while you are awake, and follow up with the staff involved or your on call supervisor as needed.</td>
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<tr>
<td>o Log all calls on the paper log in the on call binder; log all incidents or issues on the paper log in the on call binder; turn in phone logs to the designated Assistant Director at the end of each on call week (Thursdays).</td>
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<tr>
<td>o Report all GA on call phone issues to the RAs on duty and the Area Coordinator on call immediately.</td>
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<tr>
<td>o The GA on call phone should be used for all on call related calls. The only exception is the RA on duty checks twice a night, which may be used from your own phone or land line.</td>
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<tr>
<td>o Flashing Lights Notification: &quot;Emergency&quot; emails - send out to the appropriate staff members when responding to specific issues.</td>
</tr>
<tr>
<td>• <strong>Schedule:</strong></td>
</tr>
<tr>
<td>o You are required to work multiple weeks on call each semester, including summer. The number will vary based upon staffing at that time.</td>
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</tbody>
</table>
1) **Breaks:** GA break in the on call responsibilities occurs during the non-holiday business day between the hours of 8:00am and 4:45pm. During these breaks in the on call response for the GA you are permitted to go beyond the otherwise imposed 15 minute zone imposed when you are in the on call capacity (see distance below).

2) **Block Days:** As an exception to help you in your role as GA, there are certain times of the year where you will sign up in block days rather than full weeks. These weeks of on call responsibilities have been determined as weeks that may be overwhelming to any one GA with other considerations going on due to move in, training, etc. and these may be used to ease new staff into on call duties. These days will be scheduled as 2-4 day blocks to be shared among all GA staff. These designated weeks are as follows for 2012-2013: **July 12 – August 22**nd, **Week of Thanksgiving, Week of Spring Break, May Connection 2013. GAs do not currently serve on call during the Winter Break.**

3) **Class:** As a GA you will be permitted to have another GA hold the GA on call phone while in class provided proper notification is provided to all staff as the responsibility of the actual GA on call. Please do not speak on behalf of the department or use the department as an excuse for missing class or class assignments. It is recommended that you explain your role to your faculty member if you should choose to carry the on call phone with you.

4) **Distance:** When you are in the on call role you are required to remain within 15 minutes of campus (this always applies). Everyone has a different perspective on time, so the following are the expectations: UCF football games are prohibited locations/events while on call; as far south as Waterford, as far north as the 434/Mitchell Hammock intersection, and as far west as Dean Road.

5) **Flexibility and Limitations:** *Sign up:* You must be prepared to be flexible with scheduling on call responsibilities (you should have multiple weeks each semester available to participate in the on call rotation). Every GA will not be guaranteed their preference to work a shift of their choice. You will work with your peers on scheduling prior to each semester and we recommend that you refrain from scheduling other non-academic activities until you know which on call weeks you have. If the GA staff cannot amicably sign up for on call responsibilities, the supervisor will assign weeks. *Switches:* Per provided direction, you may be permitted to make on call switches. It is preferred that your switch be for the entire week rather than partial weeks (this is not in the same category as holding the phone while a GA is in class) Communicate any short and long term duty switches with the AC on call and the other GA on call. *Limits:* No one GA should have more than one additional on call week each semester from any other GA. You are discouraged from working consecutive on call weeks, but you will not be permitted to work three consecutive on call weeks without supervisor approval. We would encourage new GAs to select on call weeks that are not early on in their first semester in order to have time to get acclimated.

6) **Outreach:** GA physical rounds should be done at least one night during your on call week to provide presence and customer service to staff. This means that you will drop by in person to visit with the staff in a duty station on either end of the nightly call in on that given evening rather than simply call in to the office. This will show support for RA staff and hopefully provide the GA an opportunity to meet more staff and be comfortable with the various communities. **Call Ins/Drop By:** Check-In with the RAs on Duty every night between 5:00 pm - 7:00 pm and 10:30 pm - 12:00 am.

2. **OFFICE HOURS AND AVAILABILITY**

   Many of the below listed items may fall into either the office or availability times depending upon the nature of the week.

   1) **Office Hours:** As a GA you are compensated to work 20 consistent office hours each week as scheduled with your immediate supervisor.

   - **Office hours:** You will work in the community office on at least 4 days per week between the hours of 8am to 6pm as scheduled under the guidance of your immediate supervisor.
   - **Activities/Programs:** You will assist in planning social and educational programs for your community. You will also assist in the shopping/ordering of food or other resources for these programs as well as monitoring the advertisements, approvals and follow up of each program.
   - **Area Council/URSA:** You may be asked to co-adviser your area or the United Resident Student Association.
   - **Health and Safety Inspections:** You may be asked to help facilitate the implementation of these inspections each semester as directed by your supervisory staff.
   - **Initiatives:** You will participate in community or department initiatives such as staff recruitment, diversity, safety and security, (if applicable: the renewal program at Knights Circle), partnership programs with others across campus, and department or community specific committees/teams/collateral assignments as directed.
• Mediations: Facilitate secondary level mediations with residents, document, and refer as instructed to supervisory staff.
• Student Conduct: You will be responsible for all assigned student conduct cases, hearings and paperwork as instructed by your supervisor if this is an area under your responsibilities.
• Knight to Knight (K2K): You may assist the AC in assessing the implementation of this program where RAs hold intentional peer interactions with your residents, meeting consistently with residents during the semester and documenting these interactions, as directed by supervisory staff.
• Resource Referrals: You will direct staff and students to appropriate resources and inform supervisors as directed. You will not provide “counseling” to anyone as you are not a licensed practitioner. Those students in need of continued professional assistance must be discussed with supervisor or on-call staff immediately.
• Administrative: Other duties as assigned.
• 1 on 1s: You are also required to assist in individual 1-on-1 meetings, including performance evaluations, (30min-1hr) with RA, RHAP, or OA staff as directed by supervisor. sure
• Email: You are required to use your provided outlook email as your primary means of electronic communication. You will be expected to respond within 48 hours, unless otherwise away (day off or leave).
• Facilities: You will report maintenance concerns or assist residents in how to report their concerns in the same day.
• Flyers and Postings: You may assist in monitoring staff posting of flyers and other materials provided to you by your supervisor within 48 hours.
• Mailbox: You will check your mailbox in your community office daily, unless on your day off or on approved leave.
• Occupancy Checks: You will assist in verification of resident occupancy each semester under supervisor direction.
• Phones and Answering Machines: You will be required to use department provided phone/answering machine.
• Dress Code, Office: You are expected to maintain business-casual attire while working. You may wear a DHRL polo shirt (provided), plain polo or professional/appropriate shirt. Jeans are acceptable, but khaki-type pants are preferred. Skirts are acceptable, however the length must be past your fingertips with your hands comfortably at your sides. Shorts and flip flops are not permitted. All clothing must be clean and free of holes, tears, or frayed seams and reasonably wrinkle free. Appropriate DHRL sweatshirt (or plain alternative), jacket or sweater is permitted if temperature is chilly. There may be occasion where GA’s can go outside of this dress code, but only with supervisor permission. There may also be occasion where your dress may need to be more professional or formal, but those expectations will be discussed clearly with you prior to the occasion.

2) Availability: As a GA you are compensated to work **10 additional hours each week** on various additional work tasks that may not fit into office hours.
• Activities/Programs: You will attend, participate in and or support staff in their efforts to program for the community and or department.
• Area Council/URSA: You will support the initiatives of URSA and your area council as directed by your supervisory staff.
• Community Development: You will follow and contribute to your community and the DHRL community development model as directed.
• Confrontation/Documentation: You will confront and document all observed or reported incidents as trained and directed. All incident reports will be documented immediately following the incident, unless permission is provided by supervisory staff. Extensions granted will be time specific as designated by supervisors.
• Diversity: You will recognize diverse student needs and work to create inclusive communities while assisting staff and students from different backgrounds, regardless race, color, sex, religious creed, national origin, ethnicity, age, veteran status, disability, political affiliation, sexual orientation, gender identity, gender expression, parental status or marital status.
• RHAP Program: You will be responsible for all assigned RHAP duties if this area should fall under your responsibilities.
• Emergency Response Protocols: You will follow all DHRL protocols and procedures in times of crisis as instructed. You will follow the DHRL protocol system in place by calling the AC on call after 4:45pm each evening, and all day on weekends and holidays. During business hours of 8:00am to 4:45pm you will call your supervisor first (except during 8:00am to 9:00am you may call the AC on call directly). In the event you cannot contact that person after a second try 5 minutes following the first attempt, you will then call the AC on call between 9:00am and 4:45pm. You are always required to leave a voicemail message for the person each time you call and get a voicemail.
• Meetings: All community DHRL staff meeting times will be decided prior to the start of each semester. Class schedules are the only valid reason that will be factored into this regularly scheduled meeting time. You will participate in and help facilitate your weekly staff meeting. Staff Development: You will receive advance notice of all required staff development activities (standard operating procedure should be 2 week notice). On occasion, individual staffs or the DHRL/RAAB will facilitate staff development opportunities beyond set requirements or expectations. These are optional events and we only ask that you notify your supervisory staff in advance of your attendance for planning purposes. You will be asked to assist in the preparation and implementation of staff developments.
  
• Program Shopping: You will be responsible for shopping for community programming supplies, processing paperwork, distributing supplies to staff, and held responsible for provided Sam’s and Publix cards. Upon departure from the department you will return your Sam’s and Publix cards to your supervisor.

3. SPECIAL CIRCUMSTANCES

1) Connection: You are required to participate in training during the following days: July 16 – July 27th, including July 21st. August Connection - 8/7/12-8/16/12 with 1:00pm start time for continuing RAs, with return on 8/7/12 (CRA) and 8/6/12 (NRA with May Connection), and 8/2/12-8/16/12 for anyone hired to start in August who has not attended May Connection, with return 8/1/12; Winter Connection - 1/3/13-1/4/13 for (CRA), with return 1/2/13, TBD for any staff hired prior to January 2013 and May Connection - 5/5/x/13-5/x/13 for continuing RAs (CRA), 5/x/13-5/x/13 for new RAs (NRA). All designated Connection events are required. Life changing events or reasonable academic exceptions may be directed to your Assistant Director and they will be addressed on a case by case basis. Time: All training events will generally be held between the hours of 9:00am and 8:00pm. Exact times will be published on all schedules as soon as available. In some instances these times may need to be adjusted; in the event that happens due to unforeseen events, the work schedule will be adjusted elsewhere to offset any changes. Any day off during Connection may be formally provided and may vary based upon the needs of DHRL and the schedule. Any Department provided days off during Connection will be reflected on the schedule.

• Community Time (CT): Community Time is any time when you are with only your staff or paired in some instances with a neighboring staff, for training and professional development purposes.
• First Aid/CPR is not required for the GA position. However, if a GA wants to receive training you need to inform your supervisor and we will work with you.
• Preparation Time (PT): This assigned time is dedicated to preparations involved in opening a community each semester. PT may involve responsibilities such as building walk-throughs, furniture inventory, key checks, bulletin boards, door decorations, work orders and similar duties.
• PhDs: You are also required to attend designated ongoing development programs (PhDs) each semester as directed.

2) Essential Personnel: You will respond as directed to UCF emergency situations. You may be required to be on duty during University-wide events such as hurricanes or other emergencies when all residence life staff are needed. These instructions will come from the Director or his or her designee.

3) Move-In and Move-Out: You are required to work DHRL openings/closings of facilities during the 2012-13 year as scheduled by your supervisor. (5/x/13 KC close), (7/31/12 KC close), (8/3/12 B/C close), (8/12/12 early move-in), (8/17/12-8/19/12 official move-in), (12/12/12 academic close) and (1/5/13 opening) (5/1/13 close). Your supervisor will provide you a schedule for Move-In and Move-Out and you will work out an appropriate schedule to handle coverage and maintain work balance. Dates are subject to change and you will be notified of such changes.

F. COMPENSATION, ACCOMMODATION AND PAY

All responsibilities articulated in this position description/agreement are compensated for in the following manner: accommodation, weekly pay, tuition remission and health insurance.

Accommodation Discount: You also will receive a rent free living unit or shared apartment with another graduate assistant.

You will receive a rent free single occupancy living accommodation, including phone, cable/internet, electric/water as compensation for evening and weekend hours worked beyond the 20 hour prescribed work week (Ex: attending evening meetings, programs, training, participating in on-call responsibilities, and other department commitments (on average about 10 additional hours per week, *some exceptions may apply).
Pay: You will be paid $10.62 an hour for 20 hours worked a week as scheduled time in the community office. Work hours must occur during the Monday through Friday work week between the hours of 8 AM to 6 PM, on at least 4 days per week. You are not allowed to receive pay for more than 20 hours/week without permission from your Assistant Director. As a graduate student, there are certain restrictions on the number of hours worked at the University so please communicate with your supervisor accordingly.

Tuition Remission: Currently, the Department of Housing and Residence Life provides in-state tuition remission for full-time enrolled and degree-seeking graduate assistants for all classes required by degree program, excluding any fees. UCF requirements for full-time enrollment status are generally 9 graduate level credit hours during fall and spring semesters and 6 graduate level credit hours during the summer semester (although summer enrollment is not required to maintain employment). Some degree programs may require more hours and the Department will cover these, if required, provided they are graduate level courses. Certificate program classes and undergraduate classes will not be covered.

- **Graduate Assistants are responsible for paying all local fees**, which may include such additional fees as online courses.
- **All GAs will submit an academic class schedule and an updated overall program plan** (if it changes) to the Assistant Director of Staffing, Training and Leadership and their immediate supervisor by the first day of class each semester.
- **Any GAs taking classes or internships elsewhere** (example AUCHO-I internship) will not be covered by the Department.
- **GAs wishing to take less than minimal full-time requirements** must submit a written request to the GA’s Assistant Director. The department is not required to provide tuition remission if a graduate assistant drops below full time status. However, the department currently is in the practice of making this provision.
  - **Any approval to drop below the required full-time hours** will impact full-time status and affect health care benefits and possibly financial aid (4.5 credit hours required for fall/spring and 3 credit hours for summer for financial aid only).
  - **Changes:** Any changes that you make to your GA academic enrollment status will cause a delay in pay as changes to the university are taken in a first come first serve basis. Please pay particular attention to this consideration if you desire to change your status after previously notifying us of your academic load and signing your GA contract for tuition remission.
  - **Students in their final semester** taking internship hours will be permitted to drop below the full time (9 hrs) requirement. However, you will not be considered a full-time student. Therefore, health insurance will not be covered and financial aid may be impacted.
  - **Non-Florida residents** dropping below full-time student status during any semester will no longer qualify for in-state tuition status. Therefore, you will still be responsible to pay the difference of the in-state and out-of-state rate. The Department will still provide tuition remission, excluding fees, at the in-state rate.
  - **If a GA withdraws from a class** then the class may not be covered by the Department and remittance of funds back to the Department for the price of the course may be required. This also applies to course drops/retakes.
  - **For master’s students pursuing a thesis option**, full-time enrollment is 3 thesis hours per semester (including summers), after completion of all course work and until graduation. If a student is enrolled in thesis hours and coursework, then he/she must be enrolled in 9 graduate hours in fall/spring and 6 in the summer to qualify for the assistantship (this may not be considered full time by financial aid).
  - **For doctoral students who have passed the candidacy exam** and are registered for doctoral dissertation hours, full-time is 3 hours per semester until graduation. Most GAs who are in either thesis or dissertation hours enroll in 3 hours only, which does qualify them for their assistantship positions (including tuition support and health insurance coverage). However, if a student needs above 3 hours in a particular semester, it is common for hiring Departments to pay tuition for the additional hours (up to 9 hours). For example, if a student is graduating in the term and needs 6 hours of thesis instead of 3 hours to fulfill graduation requirements, those hours are often covered by the tuition remission or Departmental payment.

Student Health Insurance: UCF provides full health insurance coverage for all of its graduate assistants and university fellowships (working 20hrs/week). Information about the UCF Aetna Student Health Insurance Plan can be reached at [http://www.students.graduate.ucf.edu/sitemap/index.cfm?RsrlID=57&SubCatID=188](http://www.students.graduate.ucf.edu/sitemap/index.cfm?RsrlID=57&SubCatID=188). You may waive the health care coverage. You will handle this directly through graduate studies. If you maintain fall/spring full-time degree seeking enrollment, you will be provided with health insurance during the corresponding summer regardless of credit load. For new staff, your health insurance will not begin until the fall semester start of classes, despite GA training beginning in July. If you are hired anytime after the start of a semester, the health coverage will be provided as dictated by the guidelines of the Office of Graduate Studies, which in some instances may mean it will not be offered past a certain date in the semester.
G. PERSONAL RESPONSIBILITY

**Authorized Vehicles:** You will be required to participate in training as directed. If you receive this permission, you will need to present a valid driver’s license and automobile insurance for record keeping purposes, as well as to review and adhere to all department procedures regarding authorized vehicles.

**Personal Responsibility:** By signing this agreement, you indicate the following: You are ultimately responsible to carefully review the contents of this, and other documents related to performance expectations, any addenda to this agreement, your community expectations, and your housing agreement or lease and ask questions of a professional staff member to aid in clarifying and further understanding this position description/agreement. You have read, fully understand and accept the terms and conditions outlined in this position description and accept the position for the appointment term(s) associated with this position. You also understand that you are responsible for the UCF Golden Rule, the Department’s Community Living Guide, Housing and Residence Life training, policies, protocols or directives from your supervisor. This position is employment and not a voluntary organization/Registered Student Organization (RSO). Your work assigned duties are considered mandatory unless stated otherwise, and your involvement in academics, RSOs and other jobs is not automatically considered a valid excuse to miss employment responsibilities. You are expected to request approval to miss stated work responsibilities. You are strongly encouraged to seek immediate support from a supervisor if you begin to struggle in your job.

**Photograph Usage:** As a member of the Department of Housing and Residence Life staff, pictures will often be taken during training sessions, programs, meetings and other events. The department will use some of these images in the course of developing marketing materials and publications. I (the student staff member) hereby grant UCF’s Department of Housing and Residence Life the irrevocable and unrestricted right to use, reproduce and publish photographs of me, including my image and likeness as depicted therein, for editorial, trade, advertising, recruiting professional and student staff or any other purpose and in any manner and medium; to alter the same without restriction, and to copyright the same. I hereby release the DHRL from any and all claims, actions and liability related to its use of said photographs. IN WITNESS WHEREOF, the undersigned, intending to be legally bound, hereby sets their hand and seal the date written below.

**Recognition:** In support of our staff we do like to recognize academic achievements and personal milestones when able to do so. However, we recognize not everyone may be receptive to this for any number of reasons. By initialing on the designated lines below I give the department my permission to recognize me throughout the year in the following two specific ways:

- Birthdays_____
- GPA_____

**GA Name (Print):**

**PID:**

**GA Name (Signature):**

**Date:**

The Department of Housing and Residence Life (DHRL) reserves the right to change and update policies, procedures, protocols and this position description/agreement and any addenda as needed. You will be notified in a timely manner of such changes by email and or in staff meeting and provided an updated copy of this PD/Agreement.

**Notes, Changes or Additions/Subtractions**

1. D.4 Alcohol policy clarified wording 8/9/12 adstl
2. E.1.2 May Connection added to special block days. 8/9/12 adstl
3. E.1.4 UCF football game days are prohibited but not tailgating. However, refer to alcohol policy regarding tailgating. 8/9/12 adstl
SPECIAL ASSIGNMENTS - GRADUATE ADDENDUM FOR COMMITTEES, TEAMS, OR OTHER DEPARTMENT RESPONSIBILITIES OR SPECIALIZED GA POSITIONS WITH LLC OR STI.