RESIDENT ASSISTANT (RA) - POSITION DESCRIPTION/AGREEMENT 2012-2013

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 DHRL staff abide by the UCF Creed: Integrity, Community, Creativity, Scholarship and Excellence.

B. INTRODUCTION – THE RESIDENT ASSISTANT

1) Expectations: The RA position is a live-in position, whereupon you are responsible for facilitating positive community among residents, promoting a safe and comfortable living environment, and serving as a departmental 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 RA position and addresses most areas within reason, recognizing that not every single responsibility can be covered here.

   - Responsibilities: There are 3 primary job categories of responsibilities for your RA position: 1) Duty, 2) Availability, and 3) Special Circumstances. These categories will require a time commitment during most days of each week during the calendar year, including summer.

   - 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 by the Associate Director of residence life.

2) Residency: Your position requires that your assigned unit/placement is considered your primary place of residence and you will be required to sign a housing agreement or Knights Circle lease, which is contingent upon employment. 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. In addition, if you resign or are released from the RA position you will need to create a new lease/agreement if you wish to remain a resident in the community. You will not be able to continue in your assigned RA apartment unit nor will you be able to sublet the lease of your RA assigned unit. If you are assigned to live with other roommates, then whenever possible you will be able to preference other roommates. This option is never guaranteed due to space, time and other circumstances.

   - 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. A GA or 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 Document*)

2) Enrollment: You must be enrolled as a full-time UCF student registered for no less than 12 (undergraduate) or 9 (graduate) hours for fall and spring semesters. For graduate student RAs you are not required to be degree-seeking. 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 RA, but you must still be an active/enrolled student at UCF, unless you have been approved to work the summer following a May graduation.
• **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 RA 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 2.75 UCF-Only cumulative GPA at time of hire and start in the RA position and you will maintain this GPA during your employment. If this GPA drops below 2.75, then your supervisor will place you on a semester of employment probation for academics for the next registered semester. Summer semesters count toward this UCF-Only GPA. Any repeat occurrence of not meeting the required GPA (observed pattern of struggle to achieve academic success) will result in release from the RA position. You may appeal this to the Assistant Director level.

5) **Office of Student Conduct:** You must maintain a clear student conduct record 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/hiring official of circumstances that may impact your qualifications.

### 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 that poses a conflict (such as leaving early from duty or arriving late to duty), but may be accommodated, requires Assistant Director approval.

2) **Availability:** RA “Availability” is defined as time spent in addition to your official “Duty” responsibilities for a given week. This “Availability” will include time spent talking to residents, being present in your community or room (with open door as permitted), implementing the Knight to Knight program, hosting programs, implementing community and department initiatives, and other tasks required by your position that cannot otherwise be achieved during your office hours on “Duty” (see E.2 for more specific details). “Availability” also includes responding to incidents or emergencies that occur while not on “Duty” (unless you have consumed alcohol or any other prescribed medication that impairs your ability to act in the capacity of your position, then you are directed not to assist residents in such an instance, but rather inform your supervisor).

   • **Move-In and Move-Out:** See revised note on page 9 as of April 2, 2012. (3)
   • **With 1 “Duty” Shift:** On weeks where you work only one Weeknight Duty you are required to be “Available – as defined above” to serve your community on average 2-3 hours each day between the hours of 8:00am and 8:00am on at least 5 days of that week (12 hours per week).
   • **With 2 “Duty” Shifts:** On weeks where you work one Weeknight Duty and one Weekend shift, you are required to be “Available – as defined above” to serve your community on average 2-3 hours each day between the hours of 8:00am and 8:00am on at least 5 days of that week (12 hours per week).
   • **With 3 “Duty” Shifts:** On weeks where you work one Weeknight Duty Shift and two consecutive Weekend shifts, you are required to be “Available – as defined above” to serve your community on average 2-3 hours each day between the hours of 8:00am and 8:00am on at least 5 days of that week (12 hours per week). See more specifics pertaining to 3 “Duty” shifts under section E.1.b

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 RA position would also be covered by the staff discipline process. **Staff grievances** are also detailed in the staff Employee Discipline Process.

4) **Ethical Standards:** You will adhere to the DHRL’s 8 Ethical Standards while in the RA 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.
   • **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. At no point can underaged staff consume alcohol on or off campus.
     - 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
will not be allowed to consume alcohol when that staff person is acting in the on duty role/on-call role or any other function of the job.
  o Resident Assistant staff may not socialize with their residents where alcohol is present in our facilities.
  o 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. (5)

• 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 seven day period, as required by your job as resident assistant.
• Maximum: During fall, spring and summer B semesters the maximum number of consecutive days of leave granted including weekends is no more than 5 days (not including Special Break periods, see E.4). 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 or 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 2 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, any staff working Summer B only, or during the first 2 weeks of the fall and spring semester.
• Responsibilities: You are responsible for information missed while on leave and for coverage of responsibilities while gone.

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 at the start of each semester and you will complete it every other week throughout your term as RA and review it with your supervisor.

7) Rent: You are required to pay any RA rent at the appropriate times designated by DHRL, or you will be subject to pay late fees. For any financial hardship that arises please consult with the accounting staff in advance of the deadlines for rental payments, as able. If you are hired mid-semester, your rent will be prorated based upon your move-in date if living in campus housing.

8) 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”/your current supervisor, following negotiations with the “receiving”/new supervisor. If you provide less than two-week notice it will be noted as departing not in good standing. (4) You will receive a prorated refund based upon your last day of employment for your room and you will receive any compensation due to you, unless in negative balance with our department.

9) Status of Employment: This position description/agreement is effective beginning as of 5/2/2012 and ending 5/2/13. You are hired to the RA 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 (see Termination below). You will be formally asked about your intentions each semester to plan accordingly for recruitment needs for future semesters.
• Release Dates: These dates for the fall and spring semesters are 12/12/12 and 5/2/13. Staff ending employment with the DHRL and or graduating 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 RA role in good standing (study abroad, internship, etc.) you may be considered for open RA 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**: Most RA staff are needed to be employed over the summer. If you wish to be excused from summer as a RA you must make a formal request to an Assistant Director. Continuing staff will receive priority consideration for summer work over any new staff hired. Summer work may not be guaranteed for all staff.

• **Winter Break**: Please keep in mind, despite being released for Winter Break, you may be required to Winter Special Break Duty **12/12/12 (4:45pm) - 1/3/13 (5:00pm)**. This will be discussed more under **Special Break Duty (E-4)**.

10) **Termination of Employment**: Our relationship as employer and employee is founded on respect and overall concern for student development. However, employees in Florida are still 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, staffing needs, etc. We will seek to give advance notice as possible for anything not job action related as it is our intention to keep staff in their positions provided they continue to perform well as noted above. All job action items are addressed through the employee discipline process. You may be held accountable for any related costs if you resign or are released from your position, or in some instances by due prorated payment. We will also assist you with finding another living unit when deemed appropriate.

### E. RESPONSIBILITIES OF THE RA POSITION

#### 1. DUTY

DHRL considers a duty week as one beginning on Sunday at 4:45pm and ending on Sunday at 5:00pm (E.4, not including Special Break Days). Duty - part 1 includes office hours, rounds – internal and external, lockouts, incidents, work orders, relocations (Knights Circle), RA assigned tasks, etc. between 4:45pm and 12:00am. Duty - part 2 is considered time 12:00am-8:00am, when you are located in your room “on call” to respond as needed. Duty - part 3 includes rounds – internal and external, lockouts, incidents, work orders, relocations (Knights Circle), RA assigned tasks, etc. between 8:00am and 5:00pm during the day on Saturday or Sunday.

1) **Breaks**: Breaks are provided for 30 minutes between 4:45pm and Midnight and for 1 hour and 15 minutes between 8:00am and 5:00pm Saturday and Sunday. You must remain in your community during your break, accessible by phone, in cases of emergency.

UCF requires you to take a break before working more than 5 consecutive hours. Scheduled breaks may be readjusted if an incident disrupts this.

2) **Flexibility and Limitations**: **Sign up**: You must be prepared to be flexible with scheduling duty responsibilities (you should have multiple evening options to be prepared to do duty). Every RA will not be guaranteed their preference to work a Weekend Duty or Weeknight Duty 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 night and weekend activities until you know which duty days you have. If the RA staff cannot amicably sign up for duty, the supervisor will assign duty shifts to staff members. **Switches**: Per supervisor direction, you may be permitted to make duty switches in your community. However, if you switch a Weekend Duty for a Weeknight Duty, you are responsible for taking on the extra hours as a Weekend Duty and Weeknight Duty represent different hour lengths. **Limits**: You are not permitted to work more than 3 duty shifts in any week (not including Special Break Duty). You are not permitted to work 3 or more duty shifts in consecutive weeks; you are not permitted to work more than 3 duty shifts during Residence Life Connection weeks or move-in or move-out weeks (Rosen is the only exception, and will be monitored closely by your supervisor). **RAs starting employment** are permitted to work duty during their first 2 weeks of being on the job in the “shadow” role to other continuing RA staff (as able).

3) **Football Game Day**: If you are a main campus RA, you will assist with 1 (2 hour) UCF football game day duty shift during the fall semester 2012. Game day duty responsibilities will be detailed on a separate handout prior to scheduling during August Community Time. *You will also be paid extra for this responsibility in addition to your regular pay. (7)*

4) **Office Hours**: Your priority, while spending time in the office on duty, will be to complete any and all administrative tasks required by your position in order to allow for efficient use of “Availability” hours each week in order to spend with residents, conduct programs, implement the K2K program and just being present, etc. Homework and other appropriate activities are permitted during office hours once other assigned weekly tasks are completed. On a weekly basis, RAs will post the hours they are on duty for their residents. This is part of the DHRL Community Development model, but this does not count toward your “Availability.”
5) Rounds: Rounds responsibilities will be determined by community as each community’s needs do vary. However, internal and external rounds will be completed on weekday and weekend days as the state and condition of our facilities is of primary importance to our resident safety.

6) Weekend Duty: You are required to work Weekend Duty shifts each semester, Friday-Saturday, 4:45pm to Midnight (6 hours and 45 minutes - with 30 minute break), 12:00am to 8:00am (“on call” in room to respond to incidents as needed), and 8:00am to 5:00pm (with 1:15 break in community, accessible by phone). If you work in a community with RHAPs you are required to meet them in the office to transfer duty to the RA staff and to briefly review if anything occurred during the evening that the RA staff should know about.

7) Weeknight Duty: You will work at least one Weeknight Duty each week (unless on leave/or duty switch), 4:45pm to 8:00am (6 hours and 45 minutes - with 30 minute break) and Midnight to 8:00am (“on call” in room to respond to incidents as needed) (Sunday-Thursday).

2. AVAILABILITY

1) Activities/Programs: You will offer activities as directed by the DHRL community development model and community specific expectations provided by your supervisory staff.

2) Area Council/URSA: You will support the initiatives of URSA and your area council as directed by your supervisory staff.

3) Community Development: You will follow and contribute to your community and the DHRL community development model as directed. You will also be encouraged to be creative in how you specifically approach your individual community.

4) 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.

5) 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.

6) 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 GA 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.

7) Hall/Bldg. Meetings: Conduct opening and closing hall meetings each semester and others throughout the year as the need arises or as directed by supervisory staff.

8) Health and Safety Inspections: You will conduct these inspections each semester as directed by your supervisory staff.

9) 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.

10) Knight to Knight (K2K): You will implement the Knight to Knight peer interaction program with your residents, meeting consistently with residents during the semester and documenting these interactions, as directed by supervisory staff.

11) Mediations: Facilitate preliminary mediations with residents, document, and refer as instructed to supervisory staff.

12) 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.

13) Administrative:
   - Campus Specific: Other duties as assigned.
   - Email: You are required to use your provided @ucf.edu 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 will post all flyers and other materials provided to you by your supervisor within 48 hours.
   - Knights Circle Specific: Other duties as assigned such as vendor escorts, non-traditional move-out schedules, and student verifications.
   - Mailbox: You will check your mailbox in your community office daily, unless on your day off or on approved leave.
• **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 are required to attend your weekly staff meeting, unless first given permission to be excused from your supervisory staff. You are also required to attend regularly scheduled individual 1-on-1 meetings (30min-1hr) with supervisory staff at least every other week.

• **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.

• **Rosen Specific: Postal Services:** You will assist with postal and package receiving and distribution and you will receive appropriate training. Other duties as assigned.

• **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.

3. **SPECIAL CIRCUMSTANCES**

1) **Connection:** You are required to attend training during the following days: May Connection - 5/3/12-5/8/12 for continuing RAs (CRA), 5/2/12-5/10/12 for new RAs (NRA); 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). 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 formal provided day off during Connection may be 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 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 required for all new staff and will be set up by the DHRL. Previous certifications will be accepted as valid through this position description/agreement.

• **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. (5/5/12 KC close), (5/13/12 A/C open), (6/23/12 B open/A 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 to sign up for shifts in advance of these time periods (standard operating procedure should be 2 week notice, with Assistant Director discretion for unforeseen events).

• **Move-In and In-Community:** Move-In and In-Community shifts will be divided as Move-In shifts and In-Community shifts (those where you are available in your building or on your floor).

4) **Special Break Duty:** You are required to work Special Break Duty days during 2012-2013. Special Break includes the following: Thanksgiving (Wednesday, 11/21 – Saturday, 11/24), Winter Break (Thursday, 12/12/12 – Thursday, 1/3/13), and Spring Break. The selection and trade process of these days will be detailed on a separate handout prior to the applicable semesters. You may trade days to other staff members with approval from your supervisor.

5) **University Holidays:** Though the University is closed, designated staff may be required to work Memorial Day, Independence Day, Labor Day, Veteran’s Day and Martin Luther King Day.
F. COMPENSATION, ACCOMMODATION AND PAY

All responsibilities articulated in this position description/agreement are compensated for in the form of reduction of rent (Discount) for your assigned unit and in monetary payment per your community assignment. Compensation is based on a 45 week May to May RA Agreement, with Special Break days and semester breaks accounting for the remaining weeks of the year. Any RA who works less than agreement period will receive reduced compensation.

**Accommodation Discount:** You will receive a discounted rate on your living unit for hours worked for DHRL for the following communities as follows:

**May 2012 – May 2013 (accounts for entire room use period)**

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Room Cost</th>
<th>Accommodation Benefit</th>
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</thead>
<tbody>
<tr>
<td>Knights Circle</td>
<td>$7,080</td>
<td>$7,080</td>
</tr>
<tr>
<td>Towers</td>
<td>$9,953</td>
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</tr>
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<tr>
<td>*Academic</td>
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*This does not reflect Apollo 159 or Libra 121 room benefit. These rooms share a bath (121) or do not have a kitchen (159) and have an additional reduction TBD.*

**Pay:** You will be compensated at the current minimum wage for 15 hours each week for the following communities: Hercules, Nike, Libra, Apollo, Lake Claire, Gemini, Orion, and Rosen. You will be compensated at the current minimum wage for 6 hours for Knights Circle communities. Apollo RAs without kitchens will receive an additional stipend amount.

**Special Circumstances:**

Connection: Professional development opportunities have been taken into account in the calculation of your overall compensation after “Duty” and “Availability.” These requirements are as follows:

1. May or Dec/Jan Connection for new RAs (NRA)
2. May Connection for continuing RAs (CRA)
3. August Connection for all staff members
4. January Connection for continuing RAs (CRA)
5. PhDs – 7 formal sessions held Sep, Oct (2), Nov, Jan, Feb, Mar
6. Special Circumstance Training (as needed for those who may work in areas beyond their assigned community)

*(NRA) First Aid and CPR Training is approximately 5 hours and a paid for by the department. Your hours toward this will be in unpaid hours since the Department is paying for this certification in addition to your package.

*(NRA) staff may receive an additional payment that may be up to 25 hours of pay for your first Connection (training) sessions.

Essential Personnel: In the event you provide services as essential personnel to the University (i.e. hurricane, etc.), DHRL will establish a reasonable compensation for time served.

Game Day Duty: This responsibility will be paid extra.

Move-In and Move-Out: Move-in and move-out requirements have been accounted for in the in the calculation of your overall compensation after “Duty” and “Availability.”

Special Break Days: The compensation rate for Special Break Days will be determined and provided by the Director along with the Special Break Day schedule as soon as available.

**Taxes:** You will be taxed on current tax regulations and based upon your recorded W-4 information that you will complete as part of your payroll process. The DHRL does not provide any direction or advice on individual income or payroll taxes. Please keep in mind that at different periods of the year if you are not enrolled in classes your taxes may be different than during your normal pay periods when taking classes.

**University Hours:** You are generally presumed to be full-time students working only for one department (Housing), on a regular schedule of less than 32 hours per week; multiple jobs, less than fulltime student status, or working more than 32 hours a week could cause imposition of FICA taxes, and should be discussed with supervisor and/or tax advisors prior to hire or change from general assumptions.
University Liability and Insurance: If you should ever have a concern about being held legally accountable for your actions while acting in the role of the RA, you may consult with Student Legal Services as DHRL is not authorized to give legal advice.

Worker’s Compensation: As a RA, you are required to report a work related injury to your supervisor or on-call staff member immediately upon accident.

G. PERSONAL RESPONSIBILITY

Authorized Vehicles: If you are an approved student employee driver for golf carts or state 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 Knights Circle 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______

RA Name (Print): PID:

RA 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) Changes made to be consistent with dates in the PD document that did not match what was in the document in 3/26/12 version. 3/28/12
(2) B.1 Special Circumstances is 3 not 4.
(3) D.2 Move-in and Move-out: Availability during these time periods will be used toward move-in and move-out as needed, but these weeks may require work in addition to the 12 hours, which is still accounted for in the compensation model.
(4) D.8 Resignation: Wording change on departing not in good standing changed from not eligible for rehire. 6/5/12
(5) D.4 Alcohol/Drug: Updated with additional wording from the Ethical Standards. Please see Department Ethical Standards training session for more specific details pertaining to alcohol and drugs. 8/9/12 adstl
(6) F. Taxes – updated language as a reminder to staff that taxes do vary on occasion. 7/12/12
(7) E.1.3 Game day extra pay 8/7/12
To do our best efforts to ensure your best success in the role we provide you these important dates to assist you in your planning. (1)

### SUMMER 2012

<table>
<thead>
<tr>
<th>Dates</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2 – May 6, 2012</td>
<td>(DHRL Connection: 5/3/12-5/8/12 CRA, 5/2/12-5/10/12 NRA) (KC Move-Out: 5/5/12)</td>
</tr>
<tr>
<td>May 7 – May 13, 2012</td>
<td>(DHRL Connection: 5/3/12-5/8/12 CRA, 5/2/12-5/10/12 NRA) (Move-In: 5/13/12)</td>
</tr>
<tr>
<td>May 28 – June 3, 2012</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>June 11 – June 17, 2012</td>
<td>(All summer B staff must return by 5:00pm on Sunday, 6/17/12)</td>
</tr>
<tr>
<td>June 18 – June 25, 2012</td>
<td>(B Move-In 6/23/12/A Move-Out)</td>
</tr>
<tr>
<td>July 2 – July 8, 2012</td>
<td>Independence Day</td>
</tr>
<tr>
<td>July 30 – August 5, 2012</td>
<td>(Summer Close Campus 8/3/12 and Knights Circle dates 7/31/12)</td>
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</tbody>
</table>

### FALL 2012

<table>
<thead>
<tr>
<th>Dates</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 6 – August 12, 2012</td>
<td>(DHRL Connection: 8/7/12-8/16/12 CRA) (Move-In: Sunday 8/12/12–Sunday, 8/19/12)</td>
</tr>
<tr>
<td>August 13 – August 19, 2012</td>
<td>(DHRL Connection: 8/7/12-8/16/12 CRA) (Move-In: Sunday 8/12/12–Sunday, 8/19/12)</td>
</tr>
<tr>
<td>September 3 – September 9, 2012</td>
<td>Labor Day</td>
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<tr>
<td>November 5 – November 11, 2012</td>
<td>Veteran’s Day</td>
</tr>
<tr>
<td>November 12 – November 18, 2012</td>
<td>(RA Interviews 11/14/12 – 11/15/12, 11/19/12 and 11/26/12 – 11/28/12)</td>
</tr>
<tr>
<td>November 19 – November 25, 2012</td>
<td>(RA Interviews 11/14/12 – 11/15/12, 11/19/12 and 11/26/12 – 11/28/12)</td>
</tr>
<tr>
<td>November 26 – December 2, 2012</td>
<td>(Special Break Duty-Thanksgiving: Wednesday, 11/21 – Saturday, 11/24) (4 days)</td>
</tr>
<tr>
<td>December 10 – December 16, 2012</td>
<td>(Special Break Duty-Winter: Thursday, 12/12/12 – Thursday, 1/3/13) (22 days)</td>
</tr>
<tr>
<td>December 17 – December 23, 2012</td>
<td>(Special Break Duty-Winter: Thursday, 12/12/12 – Thursday, 1/3/13) (22 days)</td>
</tr>
<tr>
<td>December 24 – December 30, 2012</td>
<td>(Special Break Duty-Winter: Thursday, 12/12/12 – Thursday, 1/3/13) (22 days)</td>
</tr>
</tbody>
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### SPRING 2013

<table>
<thead>
<tr>
<th>Dates</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 31 – January 6, 2013</td>
<td>(Special Break Cont’d) (DHRL Connection 1/3/13-1/4/13 CRA) (Move-In)</td>
</tr>
<tr>
<td>January 7 – January 13, 2013</td>
<td>MLK Day</td>
</tr>
<tr>
<td>January 14 – January 20, 2013</td>
<td>(Special Break Duty-Spring Break: Friday X – Saturday Y)</td>
</tr>
<tr>
<td>January 21 – January 27, 2013</td>
<td>(Move-Out: Saturday, 4/27/13 – Thursday, 5/2/13)</td>
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<tr>
<td>March 4 – March 10, 2013</td>
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<tr>
<td>April 29, 2013 – May 2, 2013</td>
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</tbody>
</table>
SENIOR RESIDENT ASSISTANT ADDENDUM

Special responsibilities and compensation outlined here.

LIVING LEARNING COMMUNITY ADDENDUM

Special responsibilities and compensation outlined here.