



## Residence Life

### Student Staff Employment Agreement

By signing this Student Staff Employment Agreement, I accept these expectations as Residence Life Student Staff at the University of Wisconsin-La Crosse. I agree to live on campus in my assigned residence hall, and follow the applicable position description(s). As a Residence Life employee, I agree to foster an inclusive environment, and I will be respectful, supportive and be a resource for all students; valuing the unique experiences and perspectives of all backgrounds. Initial each section below indicating you agree to the following expectations:

#### 1. Period of Employment

**The 2022 - 2023 employment period begins when you sign and submit this employment agreement and ends on Sunday, May 14, 2023.** By signing this document, you assume the responsibilities of being a student staff leader within Residence Life. The full extent of your position description will be during the 2022-2023 academic year, however there are some responsibilities that you will be expected to complete during the remainder of spring semester, as well as over the summer.

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Newly employed student staff are appointed for a probationary period of one semester. Continuation of employment into Semester II is based upon successful job performance measured through your supervisor, residents, and staff team feedback.

All student staff are required to participate in Fall Training and be available for Residence Hall Move-In Days.

Student staff are expected to be available at the end of the spring semester (May 13<sup>th</sup> – 14<sup>th</sup>, 2023) to close their residence hall and complete all necessary check out procedures.

#### 2. Academic Support Policy

Professional Staff in Residence Life have an obligation to ensure that students can both succeed academically and take on the role of being Residence Life Student Staff. In the event that you are not performing academically you may need to be released from the position to focus on classes or be placed on academic probation. The terms of Residence Life's academic support policy are as follows:

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Student staff are expected to maintain a 2.50 cumulative and semester grade point average during their time of employment. If a student's cumulative or semester GPA is less than 2.50, a written appeal will be required if the student wishes to remain in the position. The Academic Action Committee, consisting of members of the Leadership Team and the individual's supervisor(s) will review the appeal and make a decision regarding the employment status of the student staff with probation or termination being a possibility. If an individual is declared "academically ineligible" with the University, they will be unable to remain in the student staff position. Student staff can only be on academic probation with Residence Life one time. A second occurrence of a GPA below 2.50 will result in termination.

#### 3. Major Academic Time Commitments

Student Staff cannot Student Teach, intern full time (40 hours/week) or be their final year of Athletic Training at the same time as being a Resident Assistant or Senior Staff. These academic and career opportunities are too important and demanding to do them well while also performing the job responsibilities as Student Staff.

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A request for any other type of internship, fieldwork, clinical experience, athletic sport, or another activity which requires a major time commitment while employed as student staff must be approved by your Residence Life supervisors and an Associate Director for Staffing, Training and Development.

Due to the demands of the position, newly hired Student Staff are not allowed to take more than 18 credits in their first semester of employment.

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#### 4. Staff Class Requirement

All newly hired Student Staff in their first full semester of employment are required to take Staff Class (EFN 222 - Introduction to Choice Theory: Problem Solving Strategies for Residence Life Staff).

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**5. Inclusivity**  
We value social justice, equity, and inclusion. This will be a central part of all of our work and will be integrated throughout our staff meetings, staff developments, and training sessions. Engagement with, and participation in, these spaces as well as with campus activities surrounding social justice, equity, and inclusion is an expectation of the student staff position.

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**6. Adhering to Residence Hall Policies, University Police and State Law**  
Student staff are responsible for adhering to residence hall policies, university policies and state law as well as communicating and enforcing these policies to students in our residence halls. Student staff in violation of residence hall policies, university policies and/or state law whether it be on or off campus will result in disciplinary action and may include termination. Student Staff under investigation for a Title IX sexual misconduct allegation and/or placed on University Probation through the Student Life Office may result in interim suspension or termination. Student staff failing to uphold and enforce residence hall policies and university policies on campus will also result in disciplinary action and may include termination. In addition, Student Staff are granted privileges and have access to information that is private in nature for work-related purposes. Misuse of any of the following will result in disciplinary action which may include termination: retainer and/or master keys, university property, databases including StarRez and Maxient, building access, and departmental funding including festival card purchases.

Student Staff who are terminated, interim suspended, or resign from their position are restricted from continuing to live in the Residence Hall in which they were a Staff Member for the remainder of that academic year.

Prior to the start of the 2022-23 academic year, students terminated from other positions in Residence Life or on campus may result in this student staff employment offer being rescinded. For returning student staff, performance issues that arise, or concerns about the current Student Staff Employment Agreement, can result in this student staff employment offer being rescinded.

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**7. Training, Meetings, Staff Development, Committees**  
All student staff are required to participate in Fall Training and be available for Residence Hall Move-In Days.

- Fall Training for all Resident Assistants will begin on Sunday, August 21st, 2022. (Move In on Saturday, August 20th).
- Senior Staff arrive early for additional training starting on Monday, August 15th. (Move In on Sunday, August 14th).

During the academic year Residence Life Staff Meetings are on **Tuesday Nights between 8pm – 10pm**. It is expected that you build your academic course schedule and other involvements around this, to be sure to be at these weekly meetings.

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**8. Time Away and University Breaks**  
In addition to official university breaks, student staff are allowed time away from campus over the course of the semester. Time away must be scheduled with and approved by your supervisor.

Student staff may need to remain on campus until the day a university break begins, and may need to return to the residence hall prior to the university break ending. Specific staffing needs will be determined by your supervisor. Additional compensation will be awarded for student staff who are selected to serve in the capacity of Break Assistants over Thanksgiving Break, Winter Break and Spring Break.

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**9. Additional Employment**  
In order to comply with UW System policy students may not hold on-campus positions which total more than 25 hours of weekly employment. Student staff are limited in their ability to hold another on-campus job. In order to hold another job on campus you must get approval from your Residence Life supervisors and an Associate Director for Staffing, Training and Development. Additional employment off campus while serving as a student staff member may be permitted with advanced permission from your supervisor(s). Decisions on additional employment are based on UW System Policy, academic load, job performance and other commitments. Effects of outside employment will be reviewed periodically by your supervisor(s).

**10. Extracurricular Activities**

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Extracurricular activities which require excessive amounts of time (especially nights and weekends) are strongly discouraged. Student staff should submit a request in writing to their supervisor(s) to obtain approval for all desired activities of involvement and the approximate amount of time that is required of each activity. Student staff are to limit their participation in extracurricular activities. Due to the time commitment and potential for a conflict of interest, student staff are prohibited from holding a paid student government association position.

As a general practice, all outside involvement and employment hours should not exceed an average of 10 hours per week. Student staff will regularly review academic time commitments and outside involvement (including additional employment) with their supervisor(s) to ensure their ability to satisfactorily perform responsibilities. When conflicts arise in student staff duties and extracurricular activities, student staff responsibilities take priority.

**11. Compensation**

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The Compensation Package for Residence Life Student Staff includes the following while employed:

- A single room in your assigned residence hall paid for by Residence Life.
- A meal plan paid for by Residence Life through Chartwells.
- A lump sum stipend at the end of each semester of employment. In order to earn this stipend, student staff must complete job responsibilities and expectations through the end of each semester.
  - The fall semester \$250 stipend is paid at the end of December.
  - The spring semester \$250 stipend is paid at the end of May.
- Senior Staff and RAs with additional social justice and inclusion responsibilities receive an additional stipend of \$250 per semester (paid at the end of December and May).
- In addition, Student Staff can earn \$8.00/hour while working the Residence Hall Front Desk in their assigned building. The number of hours worked weekly must remain in compliance with UW System policy as described in section 9.

In acknowledging this Student Staff Employment Agreement, you acknowledge your understanding that if employment is terminated you are not entitled to any compensation or reimbursements as defined in this document after the date in which your employment terminates.

**12. Criminal Background Check**

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Student staff employment requires a criminal background check. A pending criminal charge or conviction will not necessarily disqualify an applicant. In compliance with the Wisconsin Fair Employment Act, the University of Wisconsin-La Crosse does not discriminate on the basis of arrest or conviction record.

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Having read your student staff position description(s) and responsibilities, this Student Staff Employment Agreement, and understanding the content, I agree to all expectations and accept this appointment beginning now – May 14<sup>th</sup>, 2023. I also understand that if I do not comply with these expectations or provide false information that is contrary to this agreement, I may be released from my position. Furthermore, I understand that my performance will be evaluated by: my residents, my fellow staff members, and ultimately by my supervisor(s), and that my appointment may be terminated if my performance is unsatisfactory. In addition, both the University and the Employee have the right to terminate this agreement without having to show cause. Every effort should be made to give advance written notice by either party prior to termination of employment. A termination of this agreement terminates any obligation of the University under this agreement and the Employee shall not be entitled to any payments of compensation from the effective date of the termination.

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Name (Print)

Signature

Date