

## Residence Life

### Student Staff Employment Expectations

By signing this student staff employment expectations agreement, I accept the employment expectations as a Senior Staff (SS), SEED RA or Resident Assistant (RA) at the University of Wisconsin-La Crosse and agree to live on campus in your 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 indicating you agree to the following expectations:

#### 1. Period of Employment

**The 2021 - 2022 employment period begins when you sign and submit this employment expectations document.** 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 2021-2022 academic semester, 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 Hall Director, resident or desk staff, and staff team feedback.

The 2021 - 2022 employment period ends on Sunday, May 15, 2022. Student staff are expected to be available at the end of the spring semester (May 14<sup>th</sup> – 16<sup>th</sup>, 2022) to close the 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 succeed academically and take on the role of being a student staff member. In the event that a student staff member is not performing academically they 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 staff member'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 supervising Hall Director(s) will make a decision regarding the employment status of the student staff with probation or termination being a possibility. If the student staff member is declared "academically ineligible" with the University, they will be unable to remain in the student staff position. A student staff member 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. Role Modeling

Role Modeling is inherent to the student staff position. 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, StarRez, student conduct/behavior, building access, and departmental funding including festival card purchases).

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Prior to the start of the 2021-22 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 Expectations, can result in this student staff employment offer being rescinded.

#### 4. Inclusivity

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

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### **5. Staff Class Requirement**

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

### **6. Training, Meetings, Staff Development, Committees**

All student staff are required to participate in Fall Training and be available for Move-In Week (August 30 – Sept 6, 2021)

- Fall Training for all Resident Assistants will begin on Sunday, August 22nd, 2021. (Move In on Saturday, August 21<sup>st</sup>, 2021).
- Desk Coordinators, Senior Staff and SEED RAs need to arrive early for additional training starting on Monday, August 16th. (Move In on Sunday, August 15th).

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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.

### **7. 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 Hall Director.

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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 the Hall Director. Additional compensation will be awarded for student staff covering residence hall responsibilities over Thanksgiving Break, Winter Break and Spring Break.

### **8. Additional Employment and Extracurricular Activities**

In order for the university to comply with the Affordable Care Act (ACA) which states that students may not hold on-campus positions which total more than 25 hours of employment, student staff are prohibited from holding another on-campus job. There are a few exceptions to the ACA regulations (work-study, grant funded research, etc.). In order to request an exception to the limit of on campus employment, you must communicate with Lisa Weston or Patrick Heise about your request. Additional employment off campus while serving as a student staff member may be permitted with advanced permission from the supervising Hall Director. Decisions on additional employment are based on academic load, job performance and other commitments. Effects of outside employment will be reviewed periodically by the Hall Director. Additional employment within the residence hall (front desk, housekeeping, snow shoveling) is permissible on a temporary or emergency basis.

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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 the Hall Director 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 rule, 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 the Hall Director to ensure their ability to satisfactorily perform responsibilities. When conflicts arise in student staff duties and extracurricular activities, student staff responsibilities take priority.

### **9. Major Academic Time Commitments**

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. Any applicant or re-applicant who is considering student teaching, interning full time, or enrolling in a heavy academic time commitment (example: final year of Athletic Training) for fall and/or spring semester will not be considered for the student staff position during that academic year. A request for any other type of internship, fieldwork, clinical experience or any other activity which requires a major time commitment while employed as student staff must be communicated to the Hall Director and Assistant Director of Residence Life for Staffing, Training and Development. Ability to fully participate in staff training and available hours for residents will be considered in the final decision.

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**10. Compensation**

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Student staff receive a credit to their university bill for room and board. All student staff receive a meal plan (Big Eagle through Chartwells). Student staff will also receive a total of three lump sum stipends over the course of the year (late-August, mid-November and mid-March). The November and March stipends are based on years of experience: \$250 per semester for 1<sup>st</sup> year staff, \$300 per semester for 2<sup>nd</sup> year staff and \$350 per semester for the 3<sup>rd</sup> year staff. Senior Staff and SEED RAs receive an additional stipend of \$350 per semester. In addition, for the responsibilities completed between the start of this contract and fall training, all student staff will receive a \$100 stipend issued at the end of August. Student staff also receive a \$75 Campus Cash laundry allotment for the academic year. In acknowledging this employment expectations document, 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.

**11. 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 the student staff position description(s) and responsibilities, the student staff employment expectations, and understanding the content, I agree to all expectations and accept this appointment beginning now – May 16<sup>th</sup>, 2022. 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/desk assistants, 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)

Residence Hall being employed

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Signature

Date