Office of Residence Life
Student staff Employment Contract

By signing this student staff contract, I accept employment as a Senior Staff (SS), Desk Coordinator (DC) or Resident Assistant (RA) at the University of Wisconsin-La Crosse and agree to follow the applicable position description(s). As a University 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. I also agree to the following terms and conditions:

1. Period of Employment
The 2015 – 2016 employment period begins with Student Staff Orientation Night Training on Sunday, April 12th, 2015. By signing this contact you assume the responsibilities of being a student staff leader within the Office of Residence Life. The full extent of your position description will be during the 2015-2016 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.

First semester student staff are appointed for a probationary period and continuation of employment into Semester II is based upon satisfactory performance.


2. Academic Support Policy
Professional Staff in the Office of 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 the Office of Residence Life’s academic support policy are as follows:

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 central staff members 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 the Office of Residence Life one time. A second occurrence of a GPA below 2.50 will result in termination.

3. Special Terms of Employment
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 failing to uphold and enforce residence hall policies and university policies on campus will also result in disciplinary action and may include termination.

4. Staff Class Requirement
During Fall Semester, 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). Returning Staff who have not yet taken the course must also register for this class.

5. Training, Meetings, Staff Development, Committees
All student staff are required to participate in Fall Training, January Training, and any in-service workshops planned during the year by the Office of Residence Life. Fall Training for all Resident Assistants will begin on Sunday, August 23rd, 2015 (Move In on Saturday, August 22nd). Senior Staff and Desk Coordinators will need to arrive early for additional training on Thursday (20th) and Friday (21st). Move In for SS and DCS is on Wednesday, August 19th.

In addition, student staff must be available for weekly staff meetings, staff developments, training sessions and retreats throughout the year as directed by the Hall Director. Student staff are also encouraged to contribute and enhance their experience through service on committees as well as other opportunities that arise throughout the year. If a conflict arises and student staff are unable to attend a required session or meeting, advance notification must be submitted for approval to the Hall Director.
6. University Breaks and Time Away
Student staff are expected to remain on campus until the day a vacation period officially begins and to return to the residence hall on the day a vacation period ends (Thanksgiving, semester and spring break). Specific staff coverage for residence hall opening and closing times will be determined by the Hall Director. Exceptions must be approved by the Hall Director. Additional compensation will be awarded for staff covering residence halls open over the break periods; this is especially applicable to Reuter and Eagle Halls. Staff coverage may also be needed in specified halls during Winter Intersession, and this will be coordinated by each Hall Director. Student staff are expected to be available at the end of the spring semester (May 13th – 15th, 2016) to close the residence hall and complete all necessary check out procedures.

In addition to the official university breaks, each student staff is allowed up to 12 nights away per semester and usually no more than four nights will be allowed per academic month. Returning by 2:00am is the threshold for whether it is considered a night away. Time away must be scheduled with and approved by your Hall Director.

7. Additional Employment and Extracurricular Activities
Student staff are not to accept additional employment either on or off campus while serving as Residence Life student staff (Without Prior Written Approval) and joint consent from your Hall Director and Assistant Director of Residence Life. 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. Employment within the residence hall (desk, housekeeping, snow shoveling) is permissible on an emergency basis or as needed for the residence hall operation.

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.

As a general rule, all outside involvement 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.

8. Student Teaching and/or Internship
The student staff appointment is for the entire academic year; therefore, any applicant or re-applicant who is considering student teaching or interning will not be considered for the student staff position during the academic year of their student teaching or internship assignment. 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 submitted in writing to the Hall Director and Assistant Director of Residence Life.

9. Remuneration
Student staff receive a credit to their university bill for room and board. All student staff receive a meal plan (The Big Eagle) through Chartwells). In an effort to build relationships and community, student staff are expected to eat a minimum of three meals each week with residents.

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 1st year staff, $300 per semester for 2nd year staff and $350 per semester for the 3rd year staff. Senior Staff 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.

10. Criminal Background Check
Employment on student staff 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.

Having read the student staff position description(s) and responsibilities, the student staff contract, and understanding the content, I agree to all contractual conditions and accept this appointment beginning April 12th, 2015 – May 15th, 2016. Furthermore, I understand that my performance will be evaluated by: my residents/desk assistants, my fellow staff members, my Hall Director/Assistant Hall Director, ORL Professional Staff and my grade in staff class. I understand my overall job performance will be reviewed periodically and that my appointment may be terminated if my performance is unsatisfactory.

__________________________
Name (Print)

__________________________
Signature

__________________________
Date