By signing the Assistant Housekeeper Contract, I accept employment as an Assistant Housekeeper at the University of Wisconsin-La Crosse. As a University employee, I agree to provide equal opportunity and support to all residence hall students regardless of gender, race, color, creed, religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital, or parental status. I also agree to abide by all university and residence life/hall policies, to follow appropriate Job Description(s) and Responsibilities, and to the following:

1. **Period of Employment**
   Generally, this is an academic year appointment. However, Assistant Housekeepers are considered to be hired from the date of their acceptance of the contract; by signing and turning in their contract to the Reuter Hall Director. Therefore, Assistant Housekeepers will be held under evaluation during the first semester probationary period, with a continuation of employment into the second semester based upon a satisfactory evaluation of performance. Employment and evaluation will begin from the date of completing this contract until May 20, 2015.

2. **Behavioral Expectations and Role Modeling**
   As an Assistant Housekeeper of Reuter Hall, we expect that you will uphold and model proper behavior that befits your station and responsibilities. Your actions, either intentional or un-intentional, that are improper or have a negative impact on your work will be evaluated by the Reuter Hall Director on a continual basis, and may result in your dismissal.

3. **University Breaks and Time Away**
   With regard to University Breaks (Thanksgiving, semester, and spring break), Assistant Housekeepers are expected to remain in the residence hall until the day a vacation period officially begins and to return to the residence hall on the day a vacation period ends. Specific staff coverage for residence hall opening and closing times will be determined by the Reuter Hall Director. Exceptions must be approved by the Reuter Hall Director. Additional compensation will be awarded for staff covering halls open over the break periods; this is especially applicable to Reuter Hall. Staff coverage may also be needed in specified halls during J-term, and this will be coordinated by each Hall Director. Assistant Housekeepers are expected to be available at the end of the spring semester to close the residence hall and complete all necessary check out procedures.

4. **Student Teaching, Outside Job, Extracurriculars, and/or Internship**
   The Assistant Housekeeper appointment is for the entire academic year; therefore, any applicant or re-applicant who is considering a request for any other type of internship, fieldwork, clinical experience or any other activity which requires a major time commitment while employed as Assistant Housekeeper must be submitted in writing to the Reuter Hall Director. Assistant Housekeepers will regularly review academic time commitments and extracurricular activities with the Reuter Hall Director to ensure their ability to satisfactorily perform university and position responsibilities.

5. **Academic Expectations**
   Assistant Housekeepers are expected to maintain a 2.50 cumulative grade point average during their time of employment. If an Assistant Housekeeper’s cumulative GPA is less than 2.5, he/she may lose his/her position. If an Assistant Housekeeper’s semester GPA is less than 2.0 BUT the cumulative GPA is greater than 2.5, the Reuter Hall Director will determine whether the Assistant Housekeeper will be placed on probation or if the contract will be terminated. If the Assistant Housekeeper member is declared “academically ineligible”, he/she will be unable to remain in the Assistant Housekeeper position. An Assistant Housekeeper member can be on probation as a result of academic performance only once.

6. **Training, Staff Developments and Meetings**
   Assistant Housekeepers are required to attend and participate in all trainings, staff developments, and meetings as determined by the Reuter Hall Director. If a conflict arises and the Assistant Housekeeper is unable to attend the required sessions or meetings, advanced notification must be submitted for approval by the Reuter Hall Director.

7. **Remuneration**
   Assistant Housekeepers will be compensated at a $7.50/hour rate for the academic year.

8. **Criminal Background Check**
   Employment will require 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 Assistant Housekeeper Job Description(s) and Responsibilities, the Assistant Housekeeper Contract, and understanding the content, I agree to all contractual conditions and accept this appointment for the academic year 2014-2015. Furthermore, I understand that my performance will be evaluated by: my residents, 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 at any time my performance is unsatisfactory.

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Name (Print)  Signature  Date

Reuter Hall Director (Print)  Signature  Date
The Job Description and Responsibilities of the Reuter Assistant Housekeeper are broad, varied, yet descriptively narrow. They are:

a) To complete, thoroughly, efficiently, and expediently tasks as assigned by the Reuter Hall Director or Reuter Assistant Hall Director

This description is intentionally vague, as the tasks assigned are often emergent to the needs of Reuter Hall, student staff, professional staff, and residents. In general, the Reuter Hall Assistant Housekeeper will be required to:

a) Clean the various spaces and surfaces of Reuter Hall
b) Anticipate and solve various cleaning issues in Reuter Hall
c) Attend immediately to the clean-up of all messes in the event of an emergency or unsanitary condition in Reuter Hall
d) Display appropriate customer service attitudes while working for the residents of the hall
e) Learn how to operate or use the various chemicals, tools, or machinery necessary for your duties
f) Follow up with the Reuter Hall Director and Reuter Housekeepers on a weekly basis
g) Communicate issues immediately with the Reuter Hall Director or Reuter Housekeepers
h) Communicate efficiently with Reuter Hall Director or fellow Assistant Housekeepers to ensure the completion of all tasks as assigned to the Assistant Housekeepers
i) Work hard and appropriately self-manage your own tasks and responsibilities

The Reuter Hall Assistant Housekeeper will also be held to the following expectations and responsibilities:

a) If you have a question regarding any portion of your job, you are required to follow up with the Reuter Hall Director or Reuter Assistant Hall Director.
b) You will show and encourage positivity towards your work, staff relationships, and department for which your work.
c) We expect you to be honest regarding your role, views, and to ask for help when you need it.
d) We expect you to publically support all hall staff and their decisions. Disagreements will be taken to the staff member most closely connected to your issue/conflict.
e) We expect you to display a positive and professional demeanor while working and completing tasks as the Reuter Hall Assistant Housekeeper.
f) We expect you to check your email/phone messages at least daily and to respond promptly.
g) We expect you to be very aware of your power and access to the building and its processes and to not abuse these rights and privileges (Keys, information, etc.)
h) We expect you to make mistakes, own up to them, and learn from them. Do not hide mistakes in hopes that they will not be noticed.

If you have further questions regarding the Assistant Housekeeper position in Reuter Hall, please follow up with the Reuter Hall Director.