

**UNIVERSITY OF OREGON**  
**University Housing**

**Resident Assistant Contract**  
**2007-2008**

I hereby agree to the following statements as standards for my performance as a Resident Assistant for the 2006-2007 academic year. I understand that these items shall be binding unless my supervising Complex Director makes an explicit exception in advance and in writing.

**Eligibility:**

1. I shall limit my course load to no more than 16 credit hours (undergraduate) or 12 credit hours (graduate). My supervising Complex Director shall approve any additional credit hours, prior to registration. In addition, I will enroll in, maintain and successfully complete, a minimum of 12 credit hours (undergraduate) or 9 credits (graduate).
2. I shall maintain a 2.5 quarterly grade point average in addition to a 2.5 cumulative G.P.A. Should my quarterly or cumulative G.P.A. fall below a 2.5, I understand that I will meet with my Complex Director and agree on an action plan to bring up my G.P.A. If my cumulative G.P.A. falls below a 2.5 at the end of Spring Term, I may not be re-hired as a Resident Assistant. After one academic year (three terms) at the University of Oregon, transfer credits will not count towards G.P.A.
3. I understand that if my quarterly or cumulative G.P.A. falls below 1.5 during any term, my contract will be terminated.

**Time Commitment:**

4. I shall actively participate in quarterly staff training, weekly staff meetings, on-going in-services, and the opening and closing of the residence halls throughout the year. This includes, but is not limited to:
  - a. Arriving no later than 11am on Thursday, September 6<sup>th</sup>, 2007, for fall orientation, check-in, and Week of Welcome.
  - b. Reviewing the Student Staff Manual, on-line and off-line, thoroughly during fall orientation and as needed throughout the year.
  - c. Attending staff meetings every Thursday from 6:00 p.m. – 8:00 p.m. and in-service trainings throughout the academic year.
  - d. Returning to campus by noon, Friday prior to opening day of winter, and noon the Friday prior to spring term in order to participate in inter-session training.
  - e. Remaining on the job through noon on the final Saturday of each term or until released by my Complex Director.
  - f. Participating in the selection of the 2008-2009 Residence Life Student Staff.
  - g. Participating in and responding to periodic evaluations.
  - h. Participating in departmental activities such as Complex Director interviews, Quality Circles, and RHA.
5. I shall assume no outside commitments such as academic internships, employment, self-employment, volunteer or extra-curricular activities prior to receiving written approval from my supervising Complex Director. I understand that all outside commitments, as stated above, shall not exceed 10 hours per seven-day week.
6. I understand that an obligation of my position is to maintain an adequate presence in my living community, including living and sleeping in my own room. At minimum, I agree to maintain a standard of sleeping in my own room four of five nights per workweek and one of two nights on Friday and Saturday. Failure to maintain this standard on average may result in perceived unavailability or poor community development, which requires supervisory correction. Continued failure to maintain this standard on average may result in disciplinary action.

I understand that extended absences may also adversely affect my ability to maintain a presence in my community and support my co-workers who are on duty. I agree to obtain advance permission from my supervisor for absences from my

hall that are greater than 24 hours or will require me to spend the night outside the Eugene-Springfield metro area. Requests for more than seven days and nights of extended absence per term will be denied, unless special academic, medical, family, or work circumstances exist. Failure to obtain permission for extended absences may result in termination.

I understand that having guests stay in my room for more than six nights a term also reduces my availability to residents and ability to support my co-workers who are on duty. I agree that I will not have overnight guests exceeding six nights per term.

7. I understand that I may be reassigned at any time during the year at the discretion of University Housing or my supervising Complex Director.

8. I understand that work in residence halls is not easily translated into hours worked per day or per week. Emergencies cannot be anticipated. I agree to spend the necessary amount of time in the hall and on the job until my responsibilities have been met. If my work time significantly and consistently exceed a reasonable amount of time, I am obligated to notify my supervising Complex Director. Time commitments for the job include:

- a. Administrative hours that include complex staff meetings, in-service training, student government meetings, assigned committees, special programming activities, residence hall peer advising, one-on-ones with supervisor, and paperwork.
- b. On-call duty hours consisting of both weeknight(s) and weekend duty.
- c. Additional time as needed building and preserving the welfare of my Residence Hall community including counseling, drop-in discussions, emergencies, etc.
- d. During times when I am not on duty, I am expected to address the needs of my residents.
- e. Being available to my residents at a level sufficient to meet their needs, develop a positive community, and to contribute effectively to the needs of my complex staff.

### **Terms of Employment**

9. I shall fulfill all general programming requirements set forth by the Assistant Director of Residence Life as outlined in the Student Staff Manual. I understand that my supervising Complex Director may modify programming expectations for the welfare of a given complex or hall.

10. I shall assess needs of residents and implement programs addressing those needs. This includes facilitating a community standards agreement in Fall and updating it, minimally, once per term with involvement from hall members.

11. I shall maintain confidentiality concerning all residents and protected student information. Discussion of confidential information, even with necessary persons, shall not be disclosed in a public area. Nor shall I engage in gossiping or negative discussions of student staff, professional staff, or residents in public areas. I shall make sure that all confidential materials in my room are properly locked and stored so that residents do not have access to them.

12. I shall model positive behavior and uphold the University of Oregon Student Conduct Code, the Residence Hall Contract, and all applicable laws of the Federal and State of Oregon governments. Additionally, I understand that if I am under 21 years of age, I will be subject to disciplinary action, up to and including termination, if I consume alcohol. Furthermore, I will not remain at an event or place when I know that alcohol consumption by minors is occurring. If I am 21 years of age or older, I may consume alcohol responsibly with others who are at least 21 years of age and do not live in my hall. I understand that if I should violate the Student Conduct Code, the Residence Hall Contract or any Federal or State of Oregon laws, I may be subject to dismissal.

13. I will not, at any time, engage in or enter or remain in any area or premises where illegal drug use is occurring. Illegal drug use is defined by the Student Conduct Code, the Residence Hall Contract, and Federal and State laws.

14. I shall respond to inappropriate student behavior that is in violation of campus policies and procedures. I shall confront the action in question, complete and submit objective incident reports to the Complex Director within 24 hours.

15. I shall remain in my complex and be available by pager while on duty according to the complex duty schedule approved by my supervising Complex Director. University Housing will provide the pager. While on duty, I am not allowed to leave the complex unless given express permission by my Complex Director.

16. I understand that I am able to have two weekends off per term with prior approval from the Complex Director. An additional weekend off per academic year may be permitted at the discretion of the Complex Director.

17. I shall maintain availability to residents and staff during evening hours and weekends, which may include providing hall coverage during some vacation and holiday periods, and during closed weekends when the halls remain open. Staff within each complex are responsible for covering their complex; if coverage can not be found, staff from that complex will be required to provide coverage. These closed weekends (weekends where at least \_ staff coverage may be required) may include:

- Halloween and the weekend closest to Halloween
- Opening weekend of each term.
- Civil-War Football Game Weekend, if the games is played in Eugene
- Cinco de Mayo and St. Patrick's Day - if these days fall on the weekend then this will be a partially closed weekend.

Complex Directors may also determine that additional duty coverage may be needed to meet the operational needs of the complex. As such, Complex Directors may, at their discretion, require additional duty staff and/or designate a weekend or period of time as "closed" to preclude staff from spending the night away from the complex and/or requiring that staff return or remain in the complex at a particular time or times.

18. I shall be familiar with and adhere to the University of Oregon's statement on affirmative action: the University of Oregon affirms the right of all individuals to equal opportunity in education and employment at this institution without regard to race, color, sex, gender, national origin, age, religion, marital status, disability, veteran status, sexual orientation or any other extraneous consideration not directly and substantively related to behavior.

19. I shall understand that "dating" or having intimate physical contact with people living in my building and/or complex can influence the dynamics of my job. Therefore, if potential for such a relationship should develop, I agree to notify my Complex Director immediately. I understand that if I date a person under my responsibility, either that person will move by his or her own choice, or I will be moved and given a new assignment. Student staff may not date their floor/hall co-RA. Student staff may date another staff member from their complex excluding their floor/hall co-RA but the Complex Director shall be notified in advance.

20. I shall refrain from driving residents in my RA capacity including, but not limited to, programming and health and safety transport.

21. My position requires that I be responsible for keys that provide access to residents' rooms and University of Oregon Housing facilities. This responsibility must be taken very seriously; losing such keys may result in termination. Should I lose such a key, I will notify my supervisor within 24 hours.

Remuneration will consist of room and board for the academic year, including 95 meal points per week and a single room. In addition, you will be compensated \$600 for Resident Assistants employed for less than three terms or \$700 for Resident Assistants employed for three terms or longer. This compensation will be made in eight equal payments beginning the last business day in October, 2007 and ending the last business day in May, 2008.

Failure to fulfill the responsibilities of this position may result in termination of employment. I understand that this contract becomes null and void, and compensation will cease as of date of termination. Termination does not preclude other sanctions from the University based on violations of the University of Oregon Student Conduct Code or the Residence Hall Contract.

I understand that the duration of my employment and the terms and conditions of this contract are effective beginning 11 am on Thursday, September 6th, 2007, and ending at noon, Saturday, June 14th, 2008. This contract does not create any obligation to rehire me for the following academic year.

\_\_\_\_\_ is extended an appointment as a Resident Assistant in the University of Oregon residence hall system. This contract is effective beginning 11 am on Thursday, September 6th, 2007, and ending at noon Saturday, June 14th , 2008.

I accept the position designated above as a member of the housing staff of the University of Oregon Residence Hall system for the entire academic year 2007-2008.

\_\_\_\_\_  
Date RA Signature RA Printed Name

\_\_\_\_\_  
Date CD Signature

\_\_\_\_\_  
Date Director of Residence Life Signature