

Resident Assistant Employment Agreement 2023-2024

The following guidelines have been established to clarify the Resident Assistant (RA) conditions of employment. It is important to read and understand these conditions to successfully perform the responsibilities of the RA position. Failure to adhere to the following conditions of employment may jeopardize the RA's employment status. RAs will be required to sign these conditions prior to the beginning of employment start date. **At the sole discretion of the Department of Residential Life, this document may be altered, and changes will be communicated to RAs through appropriate methods. By signing this agreement, you are responsible for all information and expectations enclosed.**

Period of Employment

- The RA position is compensated as a 20 hour per week undergraduate student employment position based on the average time commitments throughout the semester(s).
- The term of employment for this contract is the 2023-2024 Academic Year. Any adjustments made to the academic calendar by LSU will be applied to the dates of this agreement. Appointment is based on performance and is renewable upon reapplication, performance appraisal, and consent of the Department of Residential Life.
- Employment is contracted for the following schedule in which RAs are expected to remain on campus during certain time periods including, but not limited to:

Fall 2023 Scheduled Event	Start Date	End Date
Fall 2023 RA Move-In	July 28, 2023 after 5pm	July 30, 2023 by 3pm
Fall Training	July 30, 2023	August 10, 2023
Fall Opening	August 10, 2023	August 20, 2023
Fall Closing	December 9, 2023	December 10, 2023
Fall 2023 Departure	December 10, 2023 after 3pm	
Winter Break*	December 11, 2023	January 10, 2024

*RAs assigned to apartment communities are required to remain on campus and work during a portion of Winter Break.

Spring 2024 Scheduled Event	Start Date	End Date
Spring 2024 RA Move-In	January 9, 2024 after 12pm	January 10, 2024 by 3:00PM
Spring Training	January 10, 2024	January 12, 2024
Spring Opening	January 12, 2024	January 14, 2024
RA Selection Weekend	January 27, 2024	January 29, 2024
Spring Closing	May 10, 2024	May 20, 2024
Spring 2024 Departure (Halls)	May 13, 2024 after 3:00PM	
Spring 2024 Departure (Apts)	May 20, 2024 after 3:00PM	

- RAs may work through LSU holidays including, but not limited to: Fall Break, Thanksgiving, Mardi Gras, and Spring Break.
- Requests to be absent for any of the above closed dates for staff must be submitted in advance via email with appropriate documentation to the Assistant Director for Student Staffing for approval; job action may apply.
- The academic, financial, and conduct standing of all RAs will be checked at the end of each semester and periodically as needed by the Department of Residential Life.

Academic Requirements and Eligibility

RAs are required to...

- Enroll in a full-time undergraduate degree program at the start of the semester of their employment per the Housing Contract. If an RA needs to drop courses during the semester, they must be enrolled in a minimum of 6 credit hours to continue their employment per PS 33: Student Employment requirements. Graduate students are not eligible to be an RA.
- Complete 2 semesters of university/college enrollment before the start of the RA position.
- Maintain a 1.5 semester and a 2.0 cumulative grade point average for the duration of employment, including when starting the position.
 - The last fall or spring semester of enrollment at Louisiana State University will be considered for the semester requirement. The overall Louisiana State University GPA will be counted for cumulative GPA.
 - An RA will be dismissed from their position if at any time their GPA falls below the semester or cumulative GPA requirement.
 - Positions will not be held after semester grades posting due to the timing of LSU closures and RA training schedules.
- Enroll in no more than 18 credit hours or submit a request to the Assistant Director for Student Staffing prior to the first day of classes for the semester in question if they wish to go over the limit.
- RAs will not be allowed to enroll in summer courses that overlap with training dates. Returning RAs must request approval from the Assistant Director for Student Staffing to enroll in spring or winter intersession courses that overlap with training dates.
- RAs participating in student teaching programs, internships over 10 hours, or practicum/co-op experiences while employed, will only be considered to work in apartment communities. This does not guarantee them a position or placement.

Additional Employment

- Additional employment is defined as any activity, internship, or position in which a student is paid for time.
- Any RA seeking additional employment must submit a request for approval *prior* to beginning the additional employment and should not exceed 10 additional hours per week.
 - RAs are only eligible for 5 hours of additional on-campus employment per Policy Statement 33: Student Employment.
- An RA placed on Probation status as an employee may have any additional outside employment approval revoked.

Time Commitments and Expectations

RAs are required to...

- Live and sleep in their assigned room. RAs who will be out of their community overnight must notify the appropriate supervisor.
 - Time off out of community is limited to no more than 6 days total within a 30-day period. Break periods and/or emergency situations may allow exceptions in consultation with the RA’s supervisory team.
- Perform administrative duties including, but not limited to: distributing information, completing incident reports, participating in check-in and check-out procedures, managing purchasing paperwork and receipts, checking and responding to emails and phone messages.
- Implement the departmental Community Engagement model, including but not limited to, the following responsibilities:
 - Initiate and maintain contact with each resident throughout the academic year.
 - Conduct and notate individual resident meetings according to departmental procedures and established timelines.
 - Develop positive and appropriate interpersonal relationships with each resident.
 - Facilitate connections among residents through programming efforts and floor meetings.
- Attend a weekly individual meeting with their supervisor and a weekly staff meeting from 8-10:00PM on Wednesday nights.
 - Individuals required to take a course that is solely offered during this time and is necessary to meet graduation requirements must request an exemption prior to enrolling in the course from the Assistant Director for Student Staffing.
- Work four (4) hours at your community’s front desk to provide resources and support for community stakeholders.
- Complete all departmental trainings including Spring RA Orientation, Fall and Spring Training, team development activities, and any assigned video and online modules and certifications required by the department and the University.
- Register for LHRD 3723 (3 credit course) and participate in this course with a C grade or better during their first full semester of employment. If an RA receives a grade less than a C, they will be required to retake the course.
- Participate in the recruitment and candidate evaluation of new student, graduate, and professional staff positions.
- Support Community Council and departmental organizations (RHA, NRHH, Dance Marathon) through event support, attendance, and promoting programs.
- Serve in weekday, weekend, and holiday on-calls shifts as prescribed in RLOP 64. Specifically,
 - Staff are required to be present and remain in their assigned community for the duration of their assigned on-call shift.
 - On-Call shifts go from 7:00PM - 7:00AM on weekdays and 7:00PM - 7:00PM on weekends, holidays, & University closures.
 - On-Call shifts include the completion of rounds.
 - RAs may be expected to work uncovered desk shifts within their community during the on-call hours.

Additionally...

- The RA position is considered the RA’s primary responsibility outside of class and academics. Other activities such as clubs and organizations are viewed as secondary to academics and the RA position. RAs must seek approval from their supervisor before holding advanced leadership roles or running for elected positions in student organizations.
 - RAs may be asked to forfeit these opportunities if their performance as a staff member suffers.
- RAs may not serve in Residence Hall Association or Community Council while in the RA position due to a conflict of interest.
- RAs who serve on University Hearing Panels and/or Student Government committees are expected to operate with appropriate integrity which includes maintaining confidentiality on situations and student information. RAs should not speak as a representative of the Residential Life. Abusing authority or information possessed because of the RA role may lead to dismissal from the job.
- Participation in the following processes requires the approval of the Assistant Director for Student Staffing *prior* to the start of the activities: fraternity and sorority recruitment process, Division 1 Athletics, ROTC, Tiger Band.

Departmental and University Requirements

RAs are required to...

- Understand and follow the 2023-2024 employment agreement requirements.
- Follow all federal, state, and local laws.
- Be over the age of 18 by the start date of the position.
- Abide by the rules and regulations of Louisiana State University and the Department of Residential Life, including but not limited to those outlined in the Code of Student Conduct, the Housing Contract, the Living on Campus Handbook, and all policy statements and permanent memoranda rendered by Louisiana State University.
- Serve as essential personnel in the case of a disaster, such as a hurricane, and will be required to remain on campus and perform RA responsibilities and other duties as assigned.
- Remain in good conduct and financial standing with Louisiana State University and the Department of Residential Life throughout the tenure of the RA’s employment.
- Represent and support the University and Department of Residential Life positively in all interactions with students, faculty, staff, parents, and guests. Staff must have approval from the Associate Director of Communications before speaking to the media as a representative of the department.
- Work as a member of a hall staff team and actively support others’ efforts.
- Report directly to and fulfill all duties assigned by the supervising RC/GRC.
- Recognize and respond promptly to individual crisis, emergencies, and policy matters with dependability and a sense of care and consideration for the individual’s needs.
- Report all maintenance issues and damages involving University property in a timely manner.
- Utilize appropriate referral resources, escalating progressive situations accordingly. This includes following the established on-call and crisis protocol, documenting concerns, and following up post-incident, as directed by supervisors.
- Maintain privacy with regards to student information, policy violation and student behavioral concerns as directed by the Department of Residential Life and the Family Educational Rights & Privacy Act (FERPA).
- Serve as a Campus Security Authority (CSA) for Louisiana State University.
- Create a community structure conducive to learning and academic success, serving as an academic role model and providing campus resources.
- Foster an environment that actively values the dignity and self-worth of all members of the community, promoting an atmosphere accepting of diversity and difference.

Compensation

- RAs will receive a stipend based on the type of community in which they work.
 - Apartment Communities: \$2000/semester
 - Suite Bath Communities: \$2200/semester
 - Hall Bath Communities: \$2500/semester
- RAs unable to work for more than three (3) days of a weekly pay period will have their pay altered accordingly, including University holidays, except for Winter Break.
- RAs working in Apartment communities over Winter Break will serve on-call per RLOP 64. They will receive compensation for each on-call shift scheduled and worked.
- RAs will be assigned to a private room (when available). Residential Life reserves the right to assign an RA a roommate(s) if needed. Consistent with the Housing Contract, this agreement is for a space within LSU on-campus housing, not a specific building. The Department of Residential Life reserves the rights to move residents, including RAs, to meet its responsibilities to students.
- Partial meal plan of 25 meal swipes/semester and \$350 Paw Points
 - RAs may upgrade their meal plan at their own expense utilizing the options provided by LSU Dining and Residential Life.
 - RAs who adjust their meal plans outside of these dates, and/or without written request to the Assistant Director for Student Staffing will forfeit their meal plan exemption credit and be responsible for the full amount of their chosen meal plan.
 - RAs will make their meal plan selection by the following deadlines and cannot make changes outside of these dates. Changes must be submitted via email to the Assistant Director for Student Staffing.
 - Fall 2023 Meal Plan Selections Due: July 1, 2023
 - Spring 2024 Meal Plan Selections Due: November 1, 2023
- RAs should investigate the impact their compensation may have on financial aid and scholarship packages. Federal law requires that the University consider the value of the compensation RAs receive as a resource. Therefore, the Office of Undergraduate Admissions and Student Aid and Scholarships must consider the amount of the RA benefit when determining eligibility of need-based aid.

Employment Action, Resignation and Dismissal

- An RA may be dismissed immediately at the sole discretion of the Department of Residential Life, for various reasons, including but not limited to: failure to meet positional expectations or violations of the Code of Student Conduct, the Living on Campus Handbook, the Housing Contract, or federal, state, and local laws.
- Refusal to follow supervisor instructions and/or engaging in behavior that is detrimental to the staff team, residential community, or Department of Residential Life is considered insubordination. This may lead to performance management outcomes including termination.
- The student conduct process is a separate process from the employment and performance management process. Employment decisions are made separate from findings in the student conduct processes.
- Thorough and timely investigations utilizing the outlined departmental performance management process will be conducted by the appropriate staff. All disciplinary decisions, up to and including dismissal are final, and no appeals will be granted for such decisions.
- RAs who fail to comply with department and supervisory expectations, trainings, and guidelines as outlined will be subject to the student staff performance management process.
- RAs who resign or are dismissed at any point in the middle of the academic year may not be considered in good standing and therefore are ineligible for rehire processes.
 - RAs that are dismissed or resign are eligible to continue living on-campus if they desire, excluding any directed accountability outcomes, but are restricted from living within their current community in which they served as an RA.
 - If an RA is in their first year at LSU, they are still bound by the First Year Live On requirement per their signed housing contract, and would be *required* to remain in on-campus housing, outside of their current community in which they served as an RA.
 - RAs that resign will be provided options and then reassigned to an available residence hall room outside of their current community in which they served as an RA.
 - RAs that resign or are dismissed are eligible to continue living on campus if they desire, but are restricted from living within their current community in which they served as an RA.
- Upon termination of this agreement, all manuals, keys, emergency supplies, identification badges, nametag, and other issued materials must be returned to the appropriate supervisor(s). Materials not returned, damaged, or lost will result in a charge for the cost of replacement.

RA Name: _____ RA Signature: _____ Date: _____

EEO Statement: The LSU System is an equal opportunity/equal access employer.

Americans with Disabilities: The LSU System is in compliance with the Americans with Disabilities Act.

Non-Discrimination Statement: LSU does not discriminate on the basis of race, color, marital status, sexual orientation, gender identity, gender expression, religion, sex, national or ethnic origin, age, disability, genetic information or veteran's status in its programs and activities and provides equal access to Boy Scouts and other designated youth groups.

For more information or if you believe you have been subject to discrimination on the basis of sex, sexual orientation or disability, please contact LSU's Title IX, ADA and 504 Coordinator: Jennie Stewart, jstewart@lsu.edu (225) 578-3918 or University Administration Building, Ste 123