

The following guidelines have been established to clarify the Resident Assistant (RA) conditions of employment. It is important to read and understand these conditions in order 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 2021-2022 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 on the following schedule:
 - Fall 2021 Arrival: Sunday, August 1, 2021 no later than 3:00PM
 - Fall 2021 Departure: Sunday, December 12, 2021 at 3:00PM
 - Spring 2022 Arrival: Wednesday, January 12, 2022 no later than 3:00PM
 - Spring 2022 Departure (Halls): Monday, May 16, 2022 at 3:00PM
 - Spring 2022 Departure (Apartments): Monday, May 23, 2022 at 3:00PM
- RAs may be expected to work through University holidays including, but not limited to: Fall Break, Thanksgiving, Mardi Gras, and Spring Break.
- RAs assigned to Residential Life operated apartment communities are required to remain on campus and perform RA duties during a portion of Winter Break. Winter 2021 Break Dates: 12/12/2021 – 1/12/2022
- RAs are expected to remain on campus during certain time periods including, but not limited to:
 - Fall Training: August 1-12, 2021
 - Fall Opening: August 12-22, 2021
 - Fall Closing: December 10-12, 2021
 - Winter Break: Sunday, December 12, 2021 – Wednesday, January 12, 2022
 - Spring Training: January 12-15, 2022
 - Spring Opening: January 14-16, 2022
 - RA Selection Weekend: February 4-6, 2022
 - Spring Closing: May 13-23, 2022
- Any request to be absent for a portion of the above closed dates for staff must be submitted in advance via email with appropriate documentation, to the Associate Director for Staffing & Operations 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.

Compensation

- RAs will receive a stipend of \$1600 per semester for their first two semesters in the role.
- RAs who complete two or more semesters of service will receive an increase to \$1700 per semester. This increase is in accordance with expected progression in the role and added returner assistance during training, support for new staff, and in-hall responsibilities as designated.
- When an RA is unable to work for more than three (3) days of a weekly pay period, their pay will be altered accordingly. This includes University holidays, with the exception of Winter Break.
- 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 will be provided: Standard Staff Meal Plan of 60 meal swipes/semester
 - RAs may have the option to upgrade their meal plan at their own expense utilizing the options provided by of LSU Dining and Residential Life. These offerings may change annually.
 - RAs will be expected to make their fall meal plan selection by the following deadlines and will not be able to make any changes outside of these dates. Changes must be submitted in writing via email to the Associate Director for Staffing & Operations.
 - Fall 2021 Meal Plan Selections Due: July 1, 2021
 - Spring 2022 Meal Plan Selections Due: November 1, 2021 (*only if changing from Fall*)
 - RAs who adjust their meal plans outside of these dates, and/or without written request to the Associate Director for Staffing & Operations will forfeit their meal plan exemption/credit and be responsible for the full amount of their chosen meal plan.
- RAs should investigate the impact their compensation may have on their 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

Time Commitments and Expectations

- RAs are required to live and sleep in their assigned room within the residence hall or apartment community to which the RA is assigned. 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 3 consecutive days, and no more than 6 days total within a 30-day period. Break periods and/or emergency situations may allow exceptions to this limitation in consultation with the supervisory team of assigned community.
- Perform administrative duties as assigned including, but not limited to: distributing information, completing incident reports, participating in check-in and check-out procedures, managing any purchasing paperwork and receipts, checking and responding to email and phone communication.
- RAs are expected to perform the expectations of the departmental community engagement model, including and highlighting 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.
- RAs are required to participate in both a weekly individual meeting set by their supervisor, and a weekly two-hour staff meeting starting at 8:00PM and occurring on Monday night.
 - Individuals required to take a course that is solely offered during this time and is necessary to meet graduation requirements must request an exemption via email to the Associate Director for Staffing & Operations prior to enrolling in the course.
- RAs are required to participate in all departmental training, including: Spring RA Orientation, Fall and Spring Training, team development activities, and any assigned video and online trainings and certifications required by the department and the University.
- RAs are required to register for LHRD 3723 (3 credit course) and to attend and participate in this course with a passing grade (C or better) during their first semester in the role. If an RA receives a grade less than a C, they will be required to retake the course. Any impacts on the RA's GPA will follow the below Academic Requirements.
- RAs are required to participate in the recruitment and candidate evaluation of new student, graduate, and professional staff positions within Residential Life.
- Support Community Council and departmental organizations (RHA, NRHH, DM) through event support, attendance, and being knowledgeable to promote programs.
- RAs are required to participate in weekday, weekend, and holiday on-calls as deemed necessary by the appropriate supervisor(s) and occupancy of the assigned community.
 - On-Call shifts require staff to be present and remain in their assigned community through the duration of their assigned on-call shift per RLOP 64.
 - On-Call shifts require availability from 7:00PM to 7:00AM on weekdays* and 7:00PM to 7:00PM on weekends and holidays. *Ed Gay, and Marsh/Bayou Apartments serve on an adjusted on-call schedule of 4:30PM-7:00AM.
 - On-Call shifts include the participation and completion of rounds in conjunction with the departmental On-Call Policy RLOP 64 and supervisors' expectations.
 - RAs may be expected to work uncovered desk shifts within their community during the on-call hours.
- 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. These activities should be limited in order to fulfill all RA responsibilities and are subject to approval by the RAs interested in holding advanced leadership roles, such as holding executive board positions, serving in an elected position in a student organization, etc., requires approval from the appropriate supervisor.
 - Once hired, RAs are required to notify the appropriate supervisor(s) to continue in these roles. RAs will be asked to forfeit these opportunities if their performance as a staff member suffers.
- Due to a conflict of interest, RAs may not concurrently serve as members of the Residence Hall Association or a residential Community Council.
- RAs who serve on University Hearing Panels and/or Student Government committees are expected to operate with appropriate integrity. This includes not sharing information that has not been publicly disseminated, speaking as a representative of the Department of Residential Life, or inappropriately sharing student information. Abusing authority or information possessed as a result of working for the Department of Residential Life in your elected role, may lead to dismissal from your RA role. Questions can be directed to the Director of Residential Life and Education.
- Participation in the following processes requires the approval of the Associate Director for Staffing and Operations prior to the start of the activities: fraternity and sorority recruitment process, Division 1 Athletics and ROTC.
 - Due to the nature of the amount of time required to participate in Tiger Band, individuals are prohibited from being involved in Tiger Band while employed.

Academic Requirements and Eligibility

- RAs must be enrolled in a full-time undergraduate degree program; graduate students are not eligible as an RA.
- RAs must be enrolled as a full-time student 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 University Policy Statement 33: Student Employment requirements.
- RAs must remain in good academic standing with the University.

- RAs must have completed 2 semesters of enrollment at LSU by start of position.
- RAs must maintain a 1.5 semester and a 2.5 cumulative grade point average for the duration of employment.
 - If at any time an RA's semester GPA falls below a 1.5 or their cumulative GPA falls below 2.5, the RA will be dismissed from their position.
- RAs must meet the required minimum semester and cumulative grade point averages (GPA) for the position at the start of employment. 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.
 - Due to the timing of summer courses and the RA training schedule, positions may not be held after spring grades through summer courses.
- RAs are limited to enroll in no more than 18 credit hours without a written request to the Associate Director for Staffing & Operations prior to the first day of classes for the semester in question.
- RAs will not be allowed to enroll in summer courses that overlap with training dates. Continuing RAs must request approval from the appropriate supervisor to enroll in spring or winter intersession courses that overlap with training dates. However, compensated housing will not be provided if RA is assigned to a community that is closed during winter break.
- RAs may not participate in student teaching programs, internships over 10 hours, or practicum/co-op experiences while employed, if assigned to undergraduate residential communities, including internships for credit without approval from the Associate Director for Staffing & Operations prior to enrolling/accepting.
 - No exemptions for numbers of hours worked in the RA role will be granted.
 - RAs who have completed one semester of service in the position are eligible to continue work in Marsh, Bayou, and Ed Gay Apartments communities while completing student teaching or internships over 10 hours at the direction of the Associate Director for Staffing & Operations.

Departmental and University Requirements

- RAs are expected to understand and follow the 2021-2022 employment agreement requirements.
- RAs are expected to follow all federal, state, and local laws.
- RAs must be over the age of 18 by the start date of the position.
- RAs are expected to 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.
- RAs are considered 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.
- RAs are expected to 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.
- 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 with 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, documentation of concerns, and following up post incident.
- 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).
- Staff are required to serve as a Campus Security Authority 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.

Additional Employment

- Additional employment is defined as any activity, internship, or position in which a student is paid for time.
- First semester RAs are prohibited from holding any additional employment to assist in their onboarding of the position. Any special circumstance requires approval from the Associate Director for Staffing & Operations. The request must be made in writing and submitted prior to beginning any additional employment.
- Per University Policy Statement 33: Student Employment, RAs are ineligible for additional on-campus employment.
- Additional off-campus employment is discouraged; however, requests on a case-by-case basis may be considered after the RA has served 1 semester as an RA.
 - Employment must be approved by the supervisor(s) prior to accepting the employment and may not exceed a total of 10 additional hours per week.
- Preference will be given to employment required by or related to the RA's major course of study as approved by the appropriate supervisor(s) prior to accepting employment.
- If an RA is placed on disciplinary probation status as an employee, any additional outside employment that has been previously approved may immediately be revoked.

Employment Action, Resignation and Dismissal

- At the sole discretion of the Department of Residential Life, an RA may be dismissed immediately for various reasons, including but not limited to: failure to meet positional expectations, violations of the Code of Student Conduct, the Living on Campus Handbook, the Housing Contract, and federal, state, and local laws.
- The student conduct process is a separate process from the employment and performance management process. Employment decisions will be made separate from findings in the student conduct processes.
- Before any disciplinary action is taken, thorough and timely investigations utilizing the outlined departmental performance management process will be conducted by the appropriate staff. Thus, 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 sign the Housing Contract for the academic year, and as such are bound to its cancellation fees and rent penalties as applied to all on-campus residents. RAs who do not remain on campus after resigning from the position mid-year will be assessed the Cancellation Fee and/or Rent Penalty applicable as outlined in the Housing Contract. This may also be enforced for RAs who are believed to have purposefully sought termination.
 - 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 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.

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