



Resident Advisor Terms and Conditions Academic term 2022-2023

The COVID-19 pandemic may continue to impact campus operations. Information in the terms and conditions is subject to change at any time based upon campus decisions regarding public health needs. This can include cancelling the RA assignment at any time.

1. Resident Advisor Terms

- 1.1. The undersigned student agrees to accept a temporary appointment as a Resident Advisor (RA) at Cal Poly, subject to the terms and conditions contained herein. RA agrees to sign a housing license agreement and a dining license agreement, further agreeing to live in the residence halls/apartments and take board in the campus dining facilities as a condition of the RA position. The use of housing facilities is subject to the regulations contained in Title 5 of the California Code of Regulations.
- 1.2. RAs will receive in-kind support in the form of a room in the hall of assignment and a dining plan through Campus Dining. Dining plans are active only when food services are open and serving contract meals. RAs need to budget the use of their plan to include opening and closing periods. Each year Dining and University Housing will adjust the dining plan to meet the needs of RAs and expanded Dining options. Dining plan balances are prorated on a weekly basis; early exit from the position may result in owing a balance on the dining plan provided. RAs are subject to terms of the dining license. No portion of the dining plan may be redeemed for cash. Please note that if you leave the position prior to the end of the year, the money will not transfer to the next academic year and once you graduate money will no longer be available.
 - 1.2.1. RAs are considered appointed – volunteer positions due to the nature of the role. RAs are appointed student leaders within the community focused on development and support. Appointed student roles are provided in-kind support. Other student employment opportunities at the institution may be considered “employment/job” and are subject to hourly wage, maximum hourly limits and the Affordable Care Act (ACA).
 - 1.2.2. RA in-kind support package is estimated at \$16,000-17,000 (Room and dining plan) with opportunities to work desk shifts & break on-call shifts for additional financial or in-kind compensation
- 1.3. RAs are expected to participate in training and prepare the buildings prior to the beginning of both the fall (August/September), winter (January), & spring (March) quarters. The specific schedule will be determined prior to each period. Housing accommodation will be provided during training, please be aware that food service options may be limited.
- 1.4. During the weeks when classes are in session, RAs are expected to maintain a schedule of an **average** of twenty (20) hours per week which will include varied times (late nights, early mornings, weekends, and holidays). This time shall be distributed between a combination of patterns of time including meetings, advising students, etc. and being available to residents at varying intervals during the day and night. RAs accept the foregoing as a reasonable attempt to define a position that is not easily translated into an hourly basis or reduced to specific duties without oversimplifying the nature of the primary position. RAs further recognize the full opportunity to discuss serious deviations from the



above with their supervising Coordinator of Student Development and/or Residential Student Experience Leadership Team.

- 1.5. RAs will serve on-call during weekends in the community of appointment as assigned (equally with other team members within each staff) and will remain in the building/community from 7:00 p.m. to 7:00 a.m. Weekend RAs must be on-campus and accessible by phone during their shift and are responsible for unlocking the front desk on Saturday and Sunday. Weekend shifts are from 7:00 p.m. Friday until 7:00 p.m. on Sunday. While being on-call, RA staff are not permitted to work any other job.

- 1.5.1. As on-campus housing is open during break periods, ALL staffs are required to have RAs on call during the break periods (fall,, spring Break) and move-in/move-out.

- 1.5.2. RAs will sign up to work one of the break periods (Fall Break (November) or Spring (March) These are breaks when each staff must have specific coverage) at the beginning of the year. Each staff team will determine how these breaks are divided. It is not expected that one RA to work the entirety of the break period. Multiple team members may split up the break. For the winter break RAs maybe be asked to sign up based on an interest list to cover multiple areas. If there is an insufficient level of interest to cover all needed areas, RAs may be required to cover winter break. On call includes government holidays. RAs are required to be on-call during the break time-period unless told otherwise.

- 1.5.3. All RAs will remain in the buildings after closing for academic breaks until all administrative tasks are completed. Academic break travel arrangements may not be made without prior approval of your Coordinator of Student Development or designee. RAs on call during the breaks will receive additional in-kind support including dining dollars and/or financial compensation.

- 1.6. All RA position appointments are subject to successfully passing a fingerprinting background check. This must be completed before the end of RA training, if not completed you are subject to removal from the RA role.

2. RA Conditions

- 2.1. Appointment to the position of RA and assignment to a particular building are made for the standard academic year. In all circumstances, the RA is directly responsible to their Coordinator of Student Development and subject to review for continuance.

- 2.1.1. Residential Student Experiences seeks to grow, mentor, and support RAs as they develop.

- However, appointments may be canceled at any time for failure to maintain grade requirements, to adequately perform position responsibilities, to support and be in continuous compliance with University policy, and/or the law, or as a result of involvement in any type of academic or non-academic misconduct, including but not limited to being placed on either academic or disciplinary probation by the University.

- 2.1.2. RAs may be released from their role for the following (but not limited to) being arrested for a serious crime, illegal activity, loss of master keys, not meeting grade requirements, failing to report mandatory reporting or CSA incidents, providing alcohol to an underaged resident, creating an unwelcome/hostile environment, and/or if an RA is found responsible by OSSR for code of conduct violations that result in suspension or dismissal from institution.



- 2.1.2.1. The Director of Residential Student Experience or designee may cancel appointments to the RA position at any time for unsatisfactory performance in the position.
 - 2.1.3. RAs who demonstrate exceptional performance may seek appointment for another year. RAs understand and agree that assignment to a particular building is not guaranteed and will accept placement in any location where their skills are most needed. Requests for accommodations under the Americans with Disabilities Act (ADA) must be submitted in writing; the earlier requests are received; the more successful University Housing will be in making accommodations. All RAs are encouraged to work with the Disability Resource Center as needed.
- 2.2. Except for mid-year appointments, RAs must be willing to commit to their responsibilities for the entire academic year. If a RA leaves their position early, there will be a prorated reduction in their meal plan. RAs will also be required to move out of their assigned space within 3 days from the date of their resignation or release from the RA position unless otherwise approved.
- 2.3. RAs are expected to maintain an inclusive community that values diversity and fosters tolerance and mutual respect. We embrace and encourage our community differences in Age, Disability, Race or Ethnicity, Gender, Gender Identity or Expression, Nationality, Religion, Sexual Orientation, Genetic Information, Veteran or Military Status, and other characteristics that make our community unique as outlined in CSU Executive Order 1096.
- 2.4. RAs are obligated to protect the confidentiality and privacy of student records as defined by the Family Educational Rights and Privacy Act (FERPA). Additional information regarding FERPA obligations can be found at https://registrar.calpoly.edu/content/stu_info/ferpa.
- 2.5. RAs must be enrolled at Cal Poly for the period of appointment. Extended studies (online) enrollment does not fulfill this requirement (exception during public health or other emergencies).
 - 2.5.1. RAs must carry no less than 8 undergraduate units or 4 graduate units, but not more than 18 units per quarter of undergraduate work or 9 units of graduate work. Exceptions must be approved in writing by the supervising Coordinator of Student Development. If you have any financial aid questions, please contact the Financial Aid office. RAs cannot be enrolled in more than 20 classroom hours (including labs) per quarter. Exceptions must be approved in writing by the supervising Coordinator of Student Development.
- 2.6. RAs must have completed three academic quarters of college classes at Cal Poly before the period of appointment. Exceptions will be made due to departmental needs and RA qualifications.
- 2.7. RAs must maintain a 2.5 Cal Poly quarterly AND 2.5 cumulative G.P.A. during period of appointment. University Housing reserves the right to check grades of RAs through the duration of the RA appointment.
 - 2.7.1. RAs must carry no less than 8 undergraduate units or 4 graduate units, but not more than 18 units per quarter of undergraduate work or 9 units of graduate work. Exceptions must be approved in writing by the supervising Coordinator of Student Development. If you have any financial aid questions, please contact the Financial Aid office. RAs cannot be enrolled in more than 20 classroom hours (including labs) per quarter. Exceptions must be approved in writing by the supervising Coordinator of Student Development.



- 2.8. Membership in co-curricular activities is encouraged provided it does not interfere with the responsibilities of University Housing and is limited to no more than 10 hours per week. This can include club and organization involvement or an outside job. Involvement in Week of Welcome or outside commitment must be approved by the supervising Coordinator of Student Development.
- 2.9. RAs shall not undertake full-time student teaching or full-time internship in any department while serving as an RA.
- 2.10. RAs will remain visible in the building throughout the evening in addition to regular on-call nights. RAs will occupy their assigned room on weeknights, specific exceptions are approved by the Coordinator of Student Development. At least half of each staff's RAs must be available any night, excluding break periods. During breaks, ALL RA staffs will be expected to have staff for on call and programming.
- 2.11. RAs must follow and enforce Title 5: Student Code of Conduct and University Housing policies. RAs are a role model and representative during the entire period of appointment, including when the buildings are closed both on campus, off campus and in on-line communities (i.e. Facebook, Instagram, Twitter, etc.). Choices made by RAs affect their ability to be respected and to fulfill their RA responsibilities. RAs cannot be on disciplinary probation or a more severe disciplinary sanction with the University. Residential Student Experience department reserves the right to check the student conduct records of the RAs through the duration of appointment. Violating University or Housing policies may result in removal from the position.
 - 2.11.1. RAs that are under 21 years old, shall not consume alcohol or illegal drugs at any time and shall not be in the presence of alcohol or illegal drugs.
 - 2.11.2. RAs that are age 21 or older shall not consume alcohol at least 12 hours before any position-related obligation begins including on-call, weekly meetings, programs, departmental initiatives, etc.
 - 2.11.3. Release from the RA position could be the result of the following behaviors regarding alcohol and drugs: 1) coming into the buildings under the influence of alcohol and other drugs which attracts attention from other staff and residents, 2) consuming alcohol in front of underage students at Cal Poly sponsored or related event, and 3) being in the presence of illegal drugs anywhere or anytime. RAs that are age 21 or older may consult with their supervisor for permission to store and consume alcohol in their room.
- 2.12. RAs are "mandated reporters" for the University regarding Child Abuse and Neglect and any Title IX concerns that they become aware of at any point as outlined in CSU Executive Orders 1083, 1096, and 1097. Executive Orders 1096 and 1097 prohibit consensual relationships with any student over whom you exercise direct or significant authority. University Housing considers you to have significant authority towards residents in any area where you typically serve on-call. Consult with your supervisor prior to engaging in a relationship with another RA or residential student to clearly determine if a potential conflict exists. Training must be completed in order to fulfill expectations of being a mandated reporter.
- 2.13. RAs will uphold University Housing expectations outlined in provided RA training.
- 2.14. Unless prior approval from University Housing Marketing Team, RAs are not permitted to represent themselves as representatives of University Housing to the media. RAs may speak with the media as a



Cal Poly student. Due to the positionality of the RA role, RAs are considered and seen as leaders on campus. RAs represent yourself, the college, the RA team, and University Housing. At times, other students, news, or the public can perceive your position and statement as an official University statement. All official statements must be made by University Marketing. If you choose or want to speak with the media, we want you to do it from your individual perspective and as a student at Cal Poly (not as RA).

3. RA Responsibilities

Responsibilities for the RA positions include three primary areas: (1) Student Development and Community Building; (2) Training and Development; and (3) Administrative/Operational.

3.1. Student Development and Community Building

- 3.1.1. RAs will be a positive role model for University Housing at Cal Poly and will endeavor to encourage and support the goals and objectives of University Housing.
- 3.1.2. RAs will serve as a resource for students regarding areas of personal and academic concerns, and when necessary, will refer residents for follow up counseling/advising with others as appropriate. RAs are expected to establish a positive interpersonal relationship with every student in their area of responsibility, including knowing each student's name to maximize the student development role. RAs will act as a referral agent for University support services by posting notices, supporting surveys, forwarding announcements, etc.
- 3.1.3. RAs will seek and respond to student feedback on an ongoing basis, informing the Coordinator of Student Development of potential student and/or community concerns.
- 3.1.4. RAs will be expected to further their personal mediation/conflict resolution skills/critical thinking and familiarize themselves with campus resources to facilitate successful roommate mediations. RAs will meet with the residents of each apartment/room to facilitate complete and thorough roommate agreements at the beginning of the year and whenever there is turnover in the apartment/room.
- 3.1.5. RAs will actively promote the concept of community building and encourage residents to take responsibility for positive decision making and assertive behavior within that community.
- 3.1.6. RAs will purposely promote holistic student and community development through the implementation of the Integrated Learning model, including the development of a strategic plan, weekday and weekend programs, and social events. RAs are encouraged to utilize the meal plan to promote community development by having frequent meals with residents of their living area.
- 3.1.7. RAs will actively participate in, and positively represent, Community Council and Inter Housing Council, and will encourage residents to become active members in their communities. This includes but is not limited to serving as a resource for ideas and guidelines for programs and keeping the representative informed as to current issues or opportunities that may affect residents.
- 3.1.8. RAs will clearly and positively communicate the guidelines that residents must live within, as noted in the Student Housing License Agreement, University Housing Resident Handbook and the Roommate/Apartment Agreement. When student behavior violates these guidelines, RAs will respond in a manner that encourages student accountability.



3.1.9. Continued Public Health Guidelines: RAs will follow all public health and University guidelines (including vaccinations, face covering, etc.) RAs will do a mix of in-person and virtual work including but not limited to lockouts, move-in/move-out, working the desk, responding to emergency situations, checking in on students, on-call rounds, and outdoor events. RAs may also assist with isolation and quarantine spaces including but not limited to creating key packets, lockouts, and general assistance to students in isolation and quarantine units. Please discuss any needed exceptions to the above with your supervising Coordinator of Student Development and/or Residential Student Experience Leadership Team.

3.2. Administrative/Operational

- 3.2.1. RAs will serve on-call during weeknights in the community of appointment as assigned (equally with other team members within each staff) and remain in the building/community from 7:00 p.m. to 7:00 a.m. The frequency for on-call differs between staffs.
- 3.2.2. RAs will complete community walks while on-call. These will include exterior round checking doors and safety concerns and interior rounds checking for safety and facilities concerns while interacting with students. RAs will complete an on-call log after their last community walk.
- 3.2.3. RAs are expected to involve professional staff as needed and respond to emergency situations, including fire alarms, whether on call or not, including completion of required documentation.
- 3.2.4. RAs will take the highest level of care to ensure security of student rooms and university resources by securing all keys and providing access only to assigned residents. Should any key be misplaced, the RA will immediately notify supervisory staff.
- 3.2.5. RAs will attend weekly RA staff meetings on Wednesday evenings that may be scheduled for up to two hours.
- 3.2.6. RAs will participate in departmental programs and initiatives for University Housing as assigned. These include, but are not limited to, Week of Welcome and Fall Kickoff during fall quarter, student staff Interviews during winter quarter, and Open House during spring quarter.
- 3.2.7. RAs will select a Residential Education- 3B's Committee in the community of assignment.
- 3.2.8. RAs will complete other duties as assigned by their supervisor. This may include but is not limited to additional rounds, programs, fire walks, coverage of areas, and other tasks related to supporting residents. Supervisors will work with RAs to make accommodations for these additional tasks including schedule adjustments, work-load adjustments, time-off, etc.
- 3.2.9. Your rights as RAs include:
 - **HOURS:** When classes are in session, RAs are expected to maintain an average of 20 hours per week. RAs may be asked to work up to and no more than 40 hours a week during break on-call, training weeks, and/or in emergency situations. RAs will work with supervisors and RSE Leadership Team for scheduling adjustments.
 - **SAFE AND HEALTHY WORK ENVIRONMENT:** The University seeks to provide a safe and healthy environment. Your supervisor is responsible for the safety of your work area and will provide training, equipment and information for the prevention of accidents and injuries. In case of an emergency, 911 operators are available to assist you both on and off campus.



- **ACADEMICALLY SUPPORTIVE SCHEDULING:** During weeks of scheduled class instruction and final exams throughout the academic year, Residential Student Experience will work to adjust workload including “no meetings weeks” to support student class workloads.
- **PERFORMANCE EXPECTATIONS:** You are responsible for meeting your supervisor’s expectations in performing your role. If you are not certain about what is expected, you must ask for directions and/or clarification from our supervisor or designee. Residential Student Experience is committed to helping each RA grow in their position and supporting them.



Resident Advisor Position Acceptance and Housing License Agreement

Important Dates

Fall Training and the RA position starts on Monday, August 29, 2022, at 9 a.m. All RAs are expected to train full-time through Opening and Week of Welcome unless specifically authorized to participate in the Week of Welcome.

2022:

- Sunday, August 28, 2022: RA Move-In
- Monday, August 29, - Friday, September 9, 2022: RA Training
- Saturday, September 10 – 16, 2022: Fall Move In/ Week of Welcome
- Friday, November 18, 2022: RAs may depart for Fall break at 5 p.m. unless scheduled to work break.
- Sunday, November 27, 2022: RAs must return from Fall break by 5 p.m. Regular on-call coverage begins Sunday, November 27, 2022 at 7pm.
- Saturday, December 10, 2022: RAs may depart for Winter break at 5 p.m. and must depart by 10am on Sunday December 11 unless scheduled to work break.
- Thursday, January 5, 2023: RAs return for Winter Training.
- Friday, January 6, 2023: RA training begins at 9am.
- Friday, March 24, 2023: RAs may depart for break at 5 p.m. unless scheduled to work break.
- Sunday, April 2, 2023: RAs must return for Spring Quarter by 5 p.m.

The RA appointment ends at 5 p.m. on Monday, June 19, 2023. Unless working a summer term, all RAs must depart campus housing by 10 a.m. on Tuesday, June 20, 2023.

Please initial next to each item:

____ All information provided and contained within my application is truthful and accurate to the best of my knowledge.

____ I understand that this position has a GPA requirement of 2.5 for each quarter AND 2.5 overall cumulative GPA.

____ If my quarterly OR cumulative GPA falls below 2.5 for any reason, I understand I may be asked to resign from my position.

____ I understand that the terms and conditions are subject to change due to public health concerns and/or any other emergency situations. This includes the modification and/or cancellation of the RA assignment.

Housing License Agreement – This License Agreement is entered into between the Trustees of the California State University by Cal Poly State University, hereinafter called "University," and the individual whose name appears below, hereinafter called "Licensee." Acceptance of this Student Housing License Agreement by the University does not guarantee a space on campus. This license is given in consideration for the Licensee's performance of duties per the "Resident Advisor Position Description."

Fees – are waived in consideration of the Licensee's performance of duties described in and agreed to in the "Resident Advisor Position Description." If at any time during the License Period, the licensee is no longer a Resident Advisor, the Licensee will be responsible for Housing and Dining Plan fees for the days the



Licensee resides on campus. The dining plan, which is provided to you in consideration of your Resident Advisor position, will be credited to your account at the beginning of each quarter. Though credited to your account in lump sum, your dining plan is prorated over each quarter that you serve as a Resident Advisor. If you leave your position prior to the end of a quarter, your dining account will be prorated to the date of your last day as a Resident Advisor. Resident Advisors who leave the position mid quarter and overspend their dining plan will be required to refund the amount of the excess spending.

Occupancy – University hereby grants to Licensee permission to occupy a single bed space within the housing facility as a Licensee for the fee period beginning August 28, 2022, and ending June 20, 2023, unless sooner terminated under the provisions of the License Agreement or release or resignation as a Resident Advisor. Licensees taking occupancy after the beginning of the fee period will be prorated housing charges from the first day of occupancy until the end of the license period. Specific assignment of a space shall be made by the University and may be changed from time to time due to administrative necessity. No Licensee shall cohabit with a person other than their assigned roommate(s); Licensee shall not permit any other person to occupy their living unit.

Support – In-kind support in the form of Residence Hall or Apartment Housing and Dining Plan.

I state that I have read the above “Resident Advisor Terms and Conditions.” Further, I state that I understand, accept, support, and will adhere to all information contained within this document as they relate to my position as a Resident Advisor.

Print Name

Signature

Date

Based upon receipt and availability, the University hereby accepts this Student Housing Agreement

ADDENDUM FOR ANY RA HIRED TO WORK DURING A BREAK PERIOD

For break periods, Resident Advisors will be credited \$30/day to their Poly Card for food and may choose to be paid three hours at minimum wage for completing on-call responsibilities. To receive payment, prior to the break, it is the RA’s responsibility to complete Student Employment Paperwork, submit hours worked within established campus student employment deadlines, and to pick up their paycheck from Student Accounts.

I state that I have read and agree to the terms contained in this addendum.

Print Name

Signature

Date