I,______________________________, accept the appointment as a Resident Assistant (“RA”) in the Office of University Housing & Residential Life at Temple University (“UH&RL” or “department”) for the 2016-2017 academic year. By accepting this offer, I agree to meet all the terms and conditions of the Resident Assistant staff description (attached) and this contract set forth below.

1. **Contract Term:** This contract is for the 2016-2017 academic year, from Thursday, August 11, 2016 at 3:00pm through Saturday, May 13, 2017 at 12:00pm (Undergraduate), and Friday, July 1, 2016 at 3:00pm through Friday, June 30, 2017 at 12:00pm (Graduate). Employment as an RA is contingent upon the approval of the Director of Residential Life, or his or her designee.

2. **Compensation:** RAs will receive the following compensation:
   a. Single room
   b. J&H Unlimited meal plan
   c. $200 Diamond Dollar book stipend;
   d. Limited cable services.
   This compensation applies only when school is in session and food services are operational during the fall and spring semesters. Graduate Resident Assistants may receive a meal stipend as part of compensation that will be determined based on the availability of food services. RAs living in Johnson, Hardwick, White, 1940, Peabody, and 1300 (1300 floors 1-3) will receive a MicroFridge during the academic year. RAs are responsible for paying all additional telephone or cable charges as they occur. All appointments and compensation amounts may be considered taxable income according to Federal, State, or Local Laws and therefore will be reported by UH&RL as part of one’s gross annual income (room, board, and book stipend) to Student Financial Services (SFS). Appointments can have a significant impact on an individual's financial aid packet and applicants are highly encouraged to consult with SFS before accepting the Resident Assistant position. Student Financial Services can be contacted through their web site http://www.temple.edu/SFS/, by email at sfs@temple.edu, or by calling 215-204-2244.

3. **Contract Renewal, Not Automatic:** RA contracts are not automatically renewed. Staff members seeking to return must participate in the RA re-hire process to seek another year of employment. Reappointment is contingent upon the staff member’s continued ability to meet all qualifications, successful completion of tasks, satisfactory performance evaluations by their supervisor, and demonstrated growth in the position. Reappointment is not guaranteed.
   a. Increased Academic Load (Student Teaching, Internships, etc.): RAs reapplying for the RA position must provide information if they are student teaching or participating in other time-consuming academic activity. A proposal outlining how the RA plans to manage both academically and in the RA Position while performing outside activities must be included in the RA re-hire application.
   b. One-semester Contract Appeals: Returning staff members seeking a one-semester contract must do so through the RA re-hire process. Placement is based on the needs of the department and the staff member’s previous performance.

4. **Staff Disciplinary Action:** RAs may be placed on work disciplinary action at any time during the contract period based on unsatisfactory performance of the duties and responsibilities, including those duties and responsibilities set forth in this contract and the RA position description. The department believes in a progressive documentation system. The direct supervisor, in consultation with other appropriate persons, determines the level of discipline required. There are five levels of discipline: Verbal Warning, Written Warning, Probation, Suspension, and Termination. Depending on the severity of the performance problem, RAs may be placed on probation or their contract may be terminated without progressive discipline. When an RA’s contract is terminated, the RA immediately loses all of the benefits described in this contract.
   a. RAs may appeal a department decision to terminate their contract by complying with the following:
i. All termination appeals must be directed within three (3) university business days to the Director of Residential Life.

ii. The appeal may be no more than 2-pages, double-spaced, Times New Roman, 12’ font and include the reason for the appeal, and why the RA believes the decision should be changed.

iii. Appeal decisions will be decided within five (5) university business days after the appeal is submitted. The appeal decision will be communicated to the RA and supervisor through email and documented in the RA personnel file.

5. **Resignation:** RAs may terminate this agreement at any time through a letter/email of resignation. RAs must discuss their resignation with their direct supervisor and notify the department in writing. RAs must vacate their residential space within a reasonable timeframe (no more than 5 days) as arranged with their supervisor and the department. RAs understand that they are financially responsible for seeking and securing alternate housing, meal plans, and other benefits outlined in this contract if they no longer are serving as an RA.

6. **On-Call Responsibilities:** All RAs must serve on an on-call rotation with fellow staff members in a designated building as either Primary RA on duty or Secondary RA on duty.

   a. **Primary RA on Duty:**
      i. Serves as the first point of contact for all incidents occurring in the building.
      ii. Required to answer and use an on-call cell phone identified as the Primary RA Duty Phone.
         a. Phone should be answered immediately and/or missed phone calls should be returned within 3 minutes.
      iii. While on-duty, the Primary RA must always have the Primary RA Duty Phone.
      iv. Duty logs and incident reports must be submitted by 8:00am the next day.
      v. Duty phones must be returned to the designated area after 8:00am (but before 12:00pm) at the conclusion of duty shift.

   b. **Secondary RA on Duty:**
      i. Serves as support and back-up to the Primary RA on Duty.
      ii. Required to answer and use an on-call cellphone identified as the Secondary RA Duty Phone.
         a. Phone should be answered immediately and/or missed phone calls should be returned within 3 minutes.
      iii. While on-duty, the Secondary RA must always have the Secondary RA Duty Phone.
      iv. Duty logs and incident reports must be submitted by 8:00am the next day.
      v. Duty phones must be returned to the designated area after 8:00am (but before 12:00pm) at the conclusion of duty shift.

   **On-Call Hours:**
   i. **Monday- Sunday:**
      a. 6:00pm: Duty phones must be picked up from their designated area every evening.
      b. 6:00-8:00pm: Report for office hours at the front desk office. Staff will respond to student inquiries, lock-outs, disseminate packages, and manage any incidents.
      c. 8:00pm-12:00am: Conduct two rounds and are available in the building to respond to student inquiries, offer crisis response and engage with residents.
      d. 12:00-8:00am: Required to be present and available in their designated residence hall.

   ii. **Saturday & Sunday:**
      a. The Primary RA is on duty for 24 hours, but is permitted to be on-campus and within 10 minutes of their designated residence hall between the hours of 8:00am-6:00pm.
      b. 6:00-8:00pm: Report for office hours at the front desk office. Staff will respond to student inquiries, lock-outs, disseminate packages, and manage any incidents.
      c. 8:00pm-2:00am: Conduct three rounds and are available in the building to respond to student inquiries, offer crisis response and engage with residents.
      d. 2:00-8:00am: Required to be present and available in their designated residence hall.

   b. **Secondary RA on Duty:**
      i. Serves as support and back-up to the Primary RA on Duty.
      ii. Required to answer and use an on-call cellphone identified as the Secondary RA Duty Phone.
         a. Phone should be answered immediately and/or missed phone calls should be returned within 3 minutes.
      iii. While on-duty, the Secondary RA must always have the Secondary RA Duty Phone.
      iv. Duty logs and incident reports must be submitted by 8:00am the next day.
      v. Duty phones must be returned to the designated area after 8:00am (but before 12:00pm) at the conclusion of duty shift.

   **On-Call Hours:**
   i. **Monday-Friday:**
      a. 6:00pm: Duty phones must be picked up from their designated area every evening.
      b. 6:00-10:00pm: Required to be within 10 minutes of their designated residence hall.
c. 10:00pm-8:00am: Required to be present and available in the building to respond to student inquiries, offer crisis response and engage with residents.

ii. **Saturday-Sunday:**
   a. Secondary RA is on duty for 24 hours, but is permitted to be on-campus and within 10 minutes of their designated residence hall between the hours of 8:00am-10:00pm.
   b. 10:00pm-8:00am: Required to be present and available in the building to respond to student inquiries, offer crisis response and engage with residents.

7. **Break/Vacation Coverage:** RAs assigned to residence halls open during university break/vacation periods are expected to work during this time period. Break/vacation periods are defined as any period of time that the university is officially closed. Staff members must agree to work on a rotating duty basis during these periods. Staff members must request time off during break/vacation periods and should not make any plans without consulting their supervisor. Assigned RAs are responsible to assist with the following front desk duties, including but not limited to, lock-outs, administrative tasks, disseminate & log packages and answering student inquiries. The RAs are responsible to cover front desk hours over break periods: 6:00-8:00pm. Staff members will be compensated with a meal allowance for each day on duty when the dining hall is closed. If funds are allotted prior to duty being fulfilled, staff must negotiate changes and financial adjustments independently. Meal allowances may be issued to staff after break periods and therefore staff must plan accordingly to advance their own meal costs. All staff members (whether assigned duty responsibilities or not) may be expected to remain late during university closings or arrive at least an hour prior to university openings. Staff will be required to be in the building to assist with opening and closing procedures as assigned by their supervisor.

8. **Student Status & Grades:** An RA must be a full-time, matriculated and confirmed Temple University student and be at least of sophomore standing by the time of employment. RAs must maintain the following academic and conduct standards throughout their employment:
   a. Enroll in at least 12 credit hours each semester and no more than 18 credit hours per semester, and graduate students no less than 6 and no more than 12 credit hours per semester;
   b. Maintain a minimum of 2.75 Cumulative GPA/Semester GPA at the undergraduate level and 3.0 Cumulative GPA at the graduate level (2.8 for Law School);
   c. RAs who fail to maintain these standards will be put on academic probation for one semester or released from their position if, in the sole discretion of the Director of Residential Life, their grades are sufficiently poor. During any probationary period, the RA must meet with their Assistant Director of Training and Development or a designee to develop a plan to increase their GPA, and make progress to increase their GPA towards the required semester/cumulative GPA. If after one semester the RA still does not meet above academic requirements, the RA may be terminated from the position.
   d. RA staff may not be on current disciplinary probation, have outstanding bills or conduct fines throughout their appointment period.

9. **Training & Development:** RAs understand that participation in all training and development opportunities is required. RAs are responsible for making arrangements with fall/spring/summer classes, summer jobs and vacation plans to participate in all training and development activities. This includes, but is not limited to:
   a. Undergraduate:
      i. **New RAs:** Move into residence halls for fall training on Thursday, August 11, 2016 between 10:00am – 3:00pm.
      ii. **Returning RAs:** Move into residence halls for fall training on Saturday, August 13, 2016 between 10:00am and 3:00pm
      iii. Participate in all Fall Training & Move-In/Opening and Welcome Week: August 11 – August 28, 2016.
      iv. Return for spring move-in, training and opening: Wednesday, January 11, 2017 between 10:00am-3pm.
   b. Graduate:
      i. Move into residence halls for training on Friday, July 1, 2016 from 10:00am-3:00pm.
      ii. Participate in Graduate housing staff training, Wednesday, July 6 - Sunday, July 10, 2016.
      iv. Participate in all graduate housing openings, room changes, health and safety inspections, and closings.
   c. Attend other required trainings/meetings as scheduled, i.e. weekly staff meetings, bi-monthly 1-on-1 meetings, in-services, etc.
   d. If an RA is unable to attend training, misses a training and/or department development, they may be placed on probation or released from the position depending on the severity of the offense.
   e. Participate in one Experience Temple Student Orientation event during the academic year.
f. RAs must participate in an orientation program held on Wednesday, April 20, 2016, 8-10pm.

10. **RA Class:** RAs must register for the 1-credit Fall Resident Assistant Class (UNIV-3002), TBA and earn a ‘B’ grade or better. RAs understand that they are financially responsible if their credit load exceeds the 17-credit load allowed by the university. If an RA exceeds the university allowed credit limit, contact the Assistant Director of Training & Development for options regarding the class.

11. **Alcohol/Drug Prohibition:** The use, possession and/or distribution of any alcoholic beverage/drugs in undergraduate university housing are strictly prohibited for all residents whether they are of legal drinking age or not. Graduate staff members are prohibited from the use, possession and/or distribution of any drugs. RAs must refrain from the use of alcohol and drugs while serving on-call. RAs that are found in violation of this policy are subject to immediate termination from the Resident Assistant position.

12. **Facility Closure:** Residence Hall staff will not be permitted to stay in the facilities when university housing is closed, unless requested to do so by UH&RL.

13. **Housing Assignments:** For the period of appointment, RAs must reside in their appointed residence hall assignment. Single or double occupancy will be determined by UH&RL.
   a. UH&RL will make final building and floor assignments according to experience, abilities and department needs and objectives.
   b. UH&RL has the right to reassign an RA to another room /section /building or campus site at any time if the situation warrants.
   c. The Resident Assistant room will be furnished by UH&RL. University furnishings provided are the only furnishing allowed within the room. RAs are NOT allowed to remove furniture from other rooms to accommodate their needs. Removal or changing out of furniture may result in disciplinary action.
   d. RAs are granted access to all residence halls for the purpose of collaborative programming and assisting with RA responsibilities but are not permitted to sign in guests in halls that they do not reside. RAs must always swipe their TU ID to gain admittances to all residence halls.

14. **Time Commitment:** Staff members’ work does not easily translate into hours worked per day or week.
   a. As a general guideline, RAs should anticipate a minimum of 25 hours per week of regularly scheduled responsibilities (e.g., time on floor, staff meetings, staff duty, and other advisory responsibilities). The concentration of these hours will be during the evening;
   b. RAs should expect to devote an increased amount of time on their floor and in the hall before midterm and final exams each semester,
   c. Staff members are expected to assist in procedures for emergencies including natural disasters, medical, mental health and facility issues.

15. **RA Time Off:** RAs are expected to be present, and sleeping in the assigned rooms at least four nights per week, except during approved time off.
   a. RAs are permitted to be away from campus for no more than four consecutive nights per month. RAs are permitted to be away from campus for no more than 8 days per month. Request must be submitted in writing to the direct supervisor at least 72 hours prior to the start of the time off requested. Approval from the supervisor must be confirmed in writing to excuse the absence.
   b. Emergency leave (less than 72 hour notice) must be submitted to and approved in writing by the direct supervisor and the Assistant Director of the staff area.
   c. Staff requesting to be away from campus and the position for more than four consecutive days must submit the request in writing at least 14 business days in advance to their direct supervisor and Assistant Director of the staff area. Staff may be requested to provide documentation to support a leave of greater than four consecutive days. Approval from the supervisor must be confirmed in writing to excuse the absence.
   d. Time off restrictions may be necessary for special weeks/weekends during the academic year (e.g., any fall or spring opening and closing period, Homecoming, special events, etc.) or when deemed necessary by the department.

16. **Limitations on Outside Employment & Time Commitments:** Participation in outside employment, organizations, committee work, student government, fraternities and sororities (including participating in recruitment), or co-curricular activities, must be communicated to the RA’s direct supervisor and the Assistant Director of that area. If a staff member is
underperforming in the RA position, the staff member will meet with their direct supervisor to evaluate the RA’s academic course load, outside commitments and RA responsibilities and expectations that are not being met. The student must choose whether to commit to the leadership position/extracurricular activity/ outside employment or to the RA position.
   a. Staff must limit outside commitments to 10 hours per week for 1st year RAs and up to 15 hours for 2nd and 3rd year staff. Note that 2nd and 3rd year staff requests are contingent on satisfactory past performance, evaluations and grades.
   b. "Outside Commitment" includes but is not limited to part-time jobs, cooperative education opportunities, internships, student teaching, theatre production contracts, other leadership positions, etc.

17. **Performance Evaluation:** RAs will be evaluated on their performance in the position. This evaluation is based on a number of factors including, not limited to, self-assessment, resident feedback, peer feedback, and supervisor observation. Evaluations are conducted 1-2 times per academic year. Recommendations for re-hire are based on staff evaluations.

18. **Staff Meetings:** RAs are required to attend weekly staff meetings every Wednesday night from 8-10pm. RAs are not allowed to register for classes offered during this time.

19. **RAs as University Representatives:** RAs are seen as representatives of UH&RL. RAs are to refrain from speaking on behalf of the university or UH&RL to media or online mediums. RAs cannot use their position to promote a particular religious position or partisan political viewpoint. RAs are to exhibit behavior becoming of a residential life staff member.

20. **Romantic or Sexual Relationships:** RAs should refrain from establishing intimate/dating relationships with any resident or student staff member living in the same residence hall in which they are working in. UH&RL and the university does not interfere with private choices regarding personal relationships. However, a consensual romantic or sexual relationship in which one party retains a direct supervisory or evaluative role over the other party has the potential to interfere with the goals and mission of UH&RL. It is imperative that RAs maintain a separation between their RA role and their personal life from the lives of residents. If a relationship develops, the direct supervisor must be informed. A plan of action will be then developed to reduce the conflict of interest and remove the direct supervisory or evaluative relationship. This may require the staff member involved to re-locate to a different floor or facility.

21. **Selection Process Participation:** RAs are required to assist in the selection process for all levels.

22. **Confidential Information:** RAs encounter sensitive and confidential student information through their job duties. This information includes, but is not limited to, areas such as interpersonal relationships, mental health concerns, and personal history and background, and policy infractions. RAs are required to consult with their direct supervisor and report any concerns to appropriate authority. It is our expectation that staff will not share a student’s private or confidential information with any individuals except for the supervisory staff.

23. **Campus Security Authority Responsibilities:** RAs are identified as a Campus Security Authority (“CSA”) under *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (“the Clery Act”). The law defines a CSA as “[a]n official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.” CSAs are responsible for reporting crimes and violations described in the Clery Act to Temple Police whenever they become aware of them. If appropriate, this information is then included in the university’s federally mandated annual security and fire safety report, which is distributed every year on or before October 1. The information also assists in the identification of crime on and around campus.

24. **Other Policies Apply:** RAs are responsible to know, understand, enforce and abide by all policies, procedures, guidelines, and publications directed at all residential students. This includes, but is not limited to, the Rights, Responsibilities and Resource Guide, Undergraduate Housing License, and the University Student Conduct Code.

25. **Insurance Recommendation:** Similar to other residential students, Temple assumes no liability for any injury to any person in their campus residential unit or for any loss or damage to any property contained therein. Temple strongly advises all residents to obtain appropriate medical insurance and private property insurance to cover loss or injury to person or property and to remove all valuable items from their unit prior to university recesses.
ACKNOWLEDGEMENT

I hereby acknowledge that I have received and read the position description, this contract agreement, and other materials provided by UH&RL. I am aware that failure to meet these obligations, expectations, and conditions stated in this contract, the position description, and any other materials provided by UH&RL may be grounds for disciplinary action up to and including termination of the appointment. I also understand and accept the benefits and compensation being offered by UH&RL. No amendment to any provision of this agreement shall be effective unless in writing and signed by the Director of Residential Life and me.

________________________________________________________________________

Full name (First and Last name printed)              TUID number

________________________________________________________________________

Signature                                           Date

University Housing & Residential Life Use Only:

Appointment Approved: ____________________________

                      Director of Residential Life/Assoc. Director Signature              Date