

# **DALTON STATE COLLEGE**

## **RESIDENT ASSISTANT – CONDITIONS OF EMPLOYMENT**

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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 an RA's employment status. RAs will be required to sign a Statement of Understanding prior to each period of employment. This document is reviewed and updated annually, but is subject to change at any time. Any changes will be communicated to RAs through the Head Resident (HR) or the Assistant Director (AD).

### **Period of Employment and Time Commitment**

- A. RAs are employed for a period of one academic year, beginning in late July and ending in May. Specific dates for the beginning and ending employment will be determined and communicated by professional staff.
- B. The RA position requires an average of 19.5-hours per week commitment.
- C. A two-semester commitment (fall and spring) is required.
- D. To ensure successful work performance and support RA availability, accessibility, and visibility, commitments beyond the RA position (student teaching, internships, second jobs, student leadership positions, etc), must have prior approval by the AD. Residential Life generally limits such combined commitments to 10 hours per week.
- E. Peak work periods require additional work hours, especially at the opening and closing of each semester. RAs must be available prior to and following openings and closings (including break periods) to assist professional staff in completing administrative tasks associated with check-in and check-out procedures.
- F. To provide accessibility and availability to residents, RAs must discuss and gain prior approval from the HR for absences away from campus greater than 12 hours.
- G. RAs are required to attend staff meetings (2-hour weekly time commitment). Meeting days and times will be decided by the HR at the beginning of each semester. Staff meeting times will be based on staff members' academic schedules only. Non-academic commitments will not be considered.

### **Compensation**

- A. All RAs are required to live in the residence hall.
- B. All RAs receive remission of room and board as compensation.
- C. In addition to room and board costs, all RAs will be awarded the Blue Meal Plan at half the cost.
- D. RAs should investigate the impact of the RA position compensation may have on their financial aid package. Federal law requires that the College consider the value of compensation received by RAs as a resource. Therefore, Financial Aid must take into consideration the amount of the RA benefit when determining eligibility for additional need-based aid.

### **Training and Staff Development**

- A. RAs are required to attend the following trainings:
  - Spring 2017 Orientation/Training
  - Fall 2017 Training in August
  - Spring 2018 Training in January
- B. RAs are required to attend the following staff development activities:
  - Weekly Team Meetings
  - Monthly in-service sessions as arranged by professional staff
  - Individual meetings with HR, and professional staff

- GRASS conference
- Student Leadership Conference
- Residential Life Team Awards Banquet

### **Staff Duty**

- A. Each RA is required to provide on-duty coverage for the residence hall. Time commitments for duty coverage will vary per semester, but duty is assigned from 12:00am-9:00am Sunday through Friday, 12:00am through 12:00pm Friday through Sunday, and 24 hours whenever the College is closed.
- B. RAs are required to perform duty rounds as communicated by professional staff.
- C. Additional duty assignments may be required at other times, i.e., fire watch, Homecoming, emergencies, and other special occasions.
- D. RAs not on duty are expected to respond to incidents or situation which they observe or which are reported to them. These “non-duty” RAs will respond to the scene of activities for which there is a reasonable expectation that harm to individuals and/or significant damage to or loss of property may occur, remain on the scene until “on duty” staff arrive, and provide a report to the duty staff member who responds.

### **Terminations and Resignations**

- A. Job action, up to and including termination, may result at any time due to an RA’s failure to adhere to the stated conditions of employment and/or to successfully perform the duties and responsibilities outline in the RA Position Description, and/or to perform specific duties as required.
- B. RAs who are terminated or who resign may be ineligible to live in the unit where they served as an RA.
- C. RAs who plan to resign should provide the AD with a minimum of two weeks’ notice. If possible, more than two weeks would be greatly appreciated.
- D. RAs who resign or are terminated must make all necessary arrangements to begin to pay for room, board, and meal plan where they once received remission of these fees should they remain in on-campus housing.
- E. Failure to fulfill the yearlong commitment will result in being charged a cancellation fee.

### **College and Residential Life Rules and Regulations**

- A. RAs are expected to abide by all federal, state, and local laws; abide by the rules and regulations of Dalton State College, and those of Residential Life, including but not limited to, those outlined in the Residential Living Guide, Student Code of Conduct, policies associated with sexual harassment, the use of alcohol and other controlled substances.
- B. Academic Standards:
  - All RA applications must maintain a 2.5 or better cumulative GPA at Dalton State College. Unless this is your first semester at the College, you must have a 2.5 cumulative GPA by the application deadline to participate in the selection process. Those in their first semester do not yet have a GPA at the College. The GPA of all eligible candidates will be checked after grades have been posted for the semester.
  - RAs must be registered as a student at the College. RAs must register for between 12 and 19 credits per semester. Approval from the AD must be granted prior to taking less than 12 or more than 19 credits per semester.
  - RAs must have a minimum cumulative GPA of 2.5 in order to be hired AND must maintain at least a 2.5 cumulative GPA while employed and to be rehired.
- C. Candidates for the RA position must be in good standing according to Residential Life and the College.

- D. RAs must be in good financial and disciplinary standing with the College. This includes standards set by the Student Code of Conduct.
- E. The academic, financial, and judicial standing of all RAs will be checked at the end of each semester by authorized staff within Residential Life.