

# Resident Assistant Terms and Conditions

## California State University, East Bay

2023 – 2024

Name \_\_\_\_\_  
(Last) (First)

Permanent Address \_\_\_\_\_

Permanent Phone Number ( ) \_\_\_\_\_ E-Mail \_\_\_\_\_

Net ID Number \_\_\_\_\_

Move-in Date: Sunday, August 6, 2023

### 1. RA Terms

1.1 The undersigned student agrees to accept a temporary appointment as a Resident Assistant (RA) at CSU East Bay beginning **Sunday, August 6, 2023** and ending on **Wednesday, May 15, 2024**, subject to the terms and conditions contained herein. RAs agree to sign a housing license agreement and further agree to live in the residence halls and take board in the residence hall 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.

1.1.1 The period of appointment for RAs are as follows: \_\_\_\_\_

**START DATES**

All RAs:

**Fall Start Date**

Sunday, August 6, 2023

**Spring Start Date**

Sunday, January 7, 2024

**END DATES**

All RAs:

**Fall End Date**

Monday, December 18, 2023

**Spring End Date**

Wednesday, May 15, 2024

*\*All RAs must be back on campus no later than 5pm on these dates*

*\*\*Please note: These dates are subject to change pending the final 2023-2024 academic calendar.*

*\*\*Start/End dates capture the general appointment periods; however, please note that each RA team are expected to provide coverage during the break periods and your RA role may include holiday duty dates for additional compensation.*

1.1.2 Required Trainings and Move-in dates for RAs are as follows: \_\_\_\_\_

**Spring 2023 Pre-Appointment Training Day**

Friday, March 24, 2023 from 2-5pm (All Staff)

Friday, April 7, 14, 21 and 28, 2023 from 2-5pm (New RAs)

**Fall Training Dates**

August 7 - 16, 2023

**Spring 2023 Training Dates**

January 8-12, 2024

**Resident Fall Move-in**

Thursday, August 17 - Sunday, August 20, 2023

**Resident Spring Move-in**

Sunday, January 7, 2024

*\*\*Please note: Training and move-in dates are subject to change pending the final 2023-2024 academic calendar.*

- 1.2 RAs will receive compensation in the form of a double room used as a single room in the hall of assignment and a Flex 7 meal plan through the campus dining services. Please note that the compensation package for the Resident Assistant position may significantly affect your financial aid package. It is recommended that the Financial Aid office be contacted to discuss the impact of the Resident Assistant compensation prior to applying/accepting the appointment.
- 1.3 Meal plans are active only when food services are open and serving contract meals. RAs need to budget use of their meal plans or personal cash during opening and close down periods. Meal plan balances are prorated on a weekly basis; early exit from the position could result in owing a balance on the meal plan provided.
- 1.4 RAs are expected to be present prior to the beginning of both the fall and spring semesters for training and hall preparation purposes. The specific schedule will be determined prior to each period. Housing accommodations and food will be provided during training.

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- 1.5 **During the weeks when classes are in session, RAs are expected to maintain a schedule of an average of twenty (20) hours a week.** This time shall be distributed between a combination of on-duty and on-call time. A reasonable schedule would include a combination of patterns of time including on-duty commitments (i.e. meetings, advising students, etc.) and on-call commitments (being available to residents at varying intervals during the day and night, community rounds, etc). The appointee accepts 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 oversimplification of the nature of the primary position. The appointee further recognizes the full opportunity to discuss serious deviations from the above with their supervisor and/or the Associate Director of Residence Life.
- 1.6 **RAs may be required to serve on duty for some portion of the break periods,** with time equally divided among each hall team. This includes government holidays. RAs will be compensated for 4 hours at a rate of \$17.00/hr of pay per duty day (24 hour period) they work during breaks.

## 2. RA Conditions

- 2.1 Appointments to the position of RA and assignment to a particular hall are made for the standard academic year. In all circumstances, RAs are directly responsible to their Area Coordinator and subject to review for continuance. The Senior Resident Assistant and Assistant Area Coordinator will also provide additional work lead direction. Appointments may be canceled at any time by the Associate Director of Residence Life, or the Director of Student Housing and Residence Life. Reasons for appointment cancellation include (but are not limited to) failure to maintain GPA requirements, failure to adequately perform position responsibilities, failure to support and be in continuous compliance with University policy, hall policy and/or the law, or being placed on either academic or disciplinary probation by the University. RAs who demonstrate exceptional performance may seek appointment for another year. The appointee understands and agrees that assignment to a particular hall is not guaranteed and will accept placement in any location where their skills are most needed. Except for mid-year appointments, RAs must be willing to commit to their responsibilities with Student Housing and Residence Life for the entire academic year. If a team member leaves their position early, there may be a reduction in their meal plan. They will also be required to move out of their residence hall space within one week from the date of their resignation or release from the RA position.
- 2.2 RAs must be enrolled at Cal State East Bay during the period of application.
- 2.3 RAs must be enrolled at Cal State East Bay for the period of appointment. Extended studies enrollment does not fulfill this requirement.
- 2.4 RAs must have completed two semesters of college work before the period of appointment.
- 2.5 RAs must maintain a 2.5 cumulative GPA during the period of appointment. Student Housing and Residence Life reserves the right to check the GPAs of the RA team throughout the duration of the RA appointment. RAs who fall below 2.75 cumulative or semester GPA will result in employment academic probation and required academic support intervention plan.
- 2.6 RAs must carry no less than twelve, but not more than 20 units per semester of undergraduate work, or 6 units of graduate study.
- 2.7 Outside leadership commitments (clubs, orgs, community involvement, etc.) must not exceed 10 hours a week and should not interfere with the responsibilities of the RA position. Interference with the RA role and/or cumulative/semester GPA that fall below 2.75, may lead towards feedback conversation about required changes, including but not limited to decreased outside commitment, work performance probations, and/or inability to continue with RA role.
- 2.8 Outside employment (jobs, internships, etc) must be transparently shared and approved by your supervisor prior to the start and throughout your contract period. Interference with the RA role and/or cumulative/semester GPA that fall below 2.75, may lead towards feedback conversation about required changes, including but not limited to decreased hours or termination of outside employment commitment, transferred employment to on-campus opportunities, work performance probations, and/or inability to continue with RA role. Should outside employment be based on high-financial needs, Student Housing is committed to helping you identify options on-campus as priority options. New RAs will be discouraged to hold outside employment during their first term as a new RA to ensure adequate transition period.
- 2.9 RAs will serve on duty weeknights and on duty weekends as assigned (equally with other team members). While on duty, RAs should be available and fulfilling duty expectations.

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- 2.10 RAs will reserve Wednesday from 4:00 – 6:00P.M. for in hall staff meetings, Resident Assistant all staff meetings, and other department wide events.
- 2.11 RAs will be on duty during opening and closing of the halls and academic breaks. Academic break travel arrangements should not be made without prior approval of the Area Coordinator to ensure all RA responsibilities are met. This includes check-in and check-out and all extended break periods. All RAs will remain in the halls after closing for academic breaks until all administrative tasks are complete.
- 2.12 RAs will participate in signature departmental events, and campus yield programs, such as Pioneer Street Fair, Fall Preview Day, RA/RHA Interview Weekends, and Spring Welcome Day.
- 2.13 All RAs must follow and enforce the Student Code of Conduct and Student Housing policies as outlined in the Community Guide and policy document. RAs are expected to be representatives of Cal State East Bay and role model actions that demonstrate good judgment and ethical behavior while on campus, off campus and in on-line communities (i.e. Facebook, Instagram, Twitter, etc.). Student Housing and Residence Life reserves the right to check the conduct records of RAs throughout the duration of appointment. Release from the RA position may occur for RAs found in violation of the Student Code of Conduct or Student Housing policies, and employment concerns will be reviewed separately from the standard student conduct process.
- 2.14 RAs are “mandated reporters” for the University regarding any Title IX concerns that they become aware of at any point.
- 2.15 RAs who are under 21, shall not consume alcohol or illegal drugs at any time and shall not be in the presence of alcohol or illegal drugs.
- 2.16 RAs who are 21 or older, shall not consume alcohol or drugs at least 12 hours before any position related obligation begins (duty, weekly meetings, programs, departmental initiatives, etc.) or be in the presence of alcohol/illegal drugs during any position related obligations or RA identified initiatives. Presence is defined as partaking, buying, being in the same room, sampling, hosting, etc. Release from the RA position could be the result of the following behaviors regarding alcohol and drugs: 1) coming into the residence halls under the influence of alcohol and other drugs which attracts attention from other staff and residents, 2) partaking in alcohol or other drugs that attracts attention from other staff and residents, 3) consuming or providing alcohol/drugs in front of underage students anywhere or anytime, 4) using alcohol or other drugs as a way to build connections with residents, and 5) being in the presence of illegal drugs anywhere or anytime.
- 2.17 RAs will uphold the Student Housing and Residence Life expectations outlined in all S/RA expectations documents.

### **3. RA Responsibilities**

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

#### **Student Learning and Development**

- 3.1 RAs will strive to encourage and support the goals and objectives of Student Housing and Residence Life.
- 3.2 RAs will promote student learning and community development through the implementation of the Student Housing and Residence Life curriculum (Pioneer Living).
- 3.3 RAs will participate in initiatives that are part of the department’s residential curriculum as needed.
- 3.4 RAs will serve as a resource for students regarding areas of personal and academic concern, and when necessary, will refer residents for follow up counseling/advising with others as appropriate. RAs must spend time with their residents to get to know them as individuals in order to maximize their student development role.
- 3.5 RAs are responsible for assisting residents in resolving personal conflicts and should familiarize themselves with campus resources and conflict resolution strategies in order to facilitate successful roommate mediations in their community.
- 3.6 RAs should actively promote the concept of community in the halls and encourage residents to take responsibility for positive and assertive behavior within that community.

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- 3.7 RAs will meet with the residents of each suite/apartment to facilitate roommate agreements at the beginning of the year and whenever there are new student arrivals in the suite/apartment.
- 3.8 RAs should actively support student government in Housing through RHA, and will encourage residents to become active members in the Housing community.
- 3.1 RAs should clearly communicate and hold residents accountable to expectations for community living as outlined in the Student Housing License Agreement, Community Guide, policy document, and the Roommate Agreement. RAs are responsible for documenting student behavior that violates University and Student Housing and Residence Life policy.
- 3.9 RAs will serve as role models and demonstrate good judgment and ethical behavior both on and off campus. This includes adhering to laws and policies/procedures established by the University and Student Housing and Residence Life during the entire period of appointment, including when classes are not in session.
- 3.10 RAs will utilize their meal plan to promote community development by having regular meals with residents from their area.
- 3.11 RAs should update their Senior Resident Assistant and/or Area Coordinator on staffing or community issues/concerns.

#### **Training and Development**

- 3.12 RAs will actively participate in a comprehensive training in August prior to the opening of the halls. Due to the nature of the position, no other activities, employments, or commitments may be held during this period.
- 3.13 RAs will actively participate in spring training prior to the opening of the halls in January to prepare for the upcoming semester.
- 3.14 Professional development and ongoing training will be conducted on an in-hall basis with department-wide meetings scheduled as needed.
- 3.15 RAs are encouraged to seek opportunities to continue their professional development.

#### **Administrative/Operational**

- 3.16 RAs will serve on-duty (equally with other team members) in their assigned community during weeknights and remain in the community from 5 p.m. to 8 a.m.
- 3.17 RAs will serve on-duty (equally with other team members) during weekends (Saturday and Sunday) in their assigned community and will remain in the community from 8 a.m. until 8 a.m.
- 3.18 RAs will respond to building wide emergencies as needed, whether they are on duty or not.
- 3.19 RAs will attend regular student leader meetings every Wednesday night, 4:00P.M. - 6:00P.M.
- 3.20 RAs will attend a regularly scheduled 1-1 meeting with their Senior Resident Assistant.
- 3.21 RAs will assist with maintaining the security of the building by doing regular community walks while on duty.
- 3.22 RAs will complete administrative duties (incident report writing, duty logs, maintenance reporting, occupancy checks, health and safety check, etc) as assigned.

