

UC SANTA BARBARA

Residential & Community Living

Housing, Dining & Auxiliary Enterprises

RESIDENT ASSISTANT APARTMENTS – WINTER & SPRING 2021 EMPLOYMENT AGREEMENT

GENERAL TERMS OF EMPLOYMENT

Below are the terms of employment for persons employed by the University under the payroll title of Resident Assistant (4944), under the working title of Resident Assistant (from here on referred to as RA).

TERM OF CONTRACT: The term of this agreement is **January 3, 2020 to June 15, 2021** (Undergraduate Apartments: Santa Ynez, El Dorado, Westgate, San Clemente Villages, Sierra Madre Villages, San Joaquin Villages)

If, during the term of your employment, there is a surge in COVID-19 cases and the University must restrict on-campus operations, residents and Resident Assistants may be required to leave campus. As a result, the Resident Assistant position will be temporarily or permanently terminated prior to the contract end date. In such a case, you may no longer be eligible to live in University-owned housing and will need to make alternative housing arrangements.

EMPLOYMENT CONTINGENCIES: Both during the intent to hire (December) and employment periods (January – June), employment in the RA position is contingent upon the following circumstances:

- RA must successfully pass the background check.
- RA must abide by all University, Apartments, federal, state, and local laws, policies, and procedures.
- If the RA is a student, the RA must maintain an overall 2.3 GPA a minimum of 2.0 quarterly.
- If the RA is a student, the RA must maintain full-time student status.
- RA must maintain eligibility to live within the community in which they work.

COMPENSATION: The RA will receive a stipend of \$90.00 (first year)/\$100.00 (returner) per biweekly pay cycle or \$195.00 (first year)/\$220.00 (returner) per monthly pay cycle. In addition, the RA will be provided with a studio or University designated RA unit within the residential community as part of the compensation package. Also provided with the apartment are the utility costs of gas, electricity, internet, and water.

TRAINING: RAs must be available to attend virtual RA Training/SLD during the period of January 4-14. Compensation for training hours is factored into the biweekly stipend payment. The training schedule will be determined by supervisors (Complex Coordinator/Assistant Complex Coordinator/Resident

Director). If academic commitments conflict with training sessions, RA must communicate these conflicts with supervisors prior to the training date.

MISUSE/ABUSE OF RESPONSIBILITIES: As part of the nature of the RA position, RAs are granted certain privileges and responsibilities, such as access to departmental keys, parking permits, and knowledge of sensitive student information. RAs cannot transfer any privilege that they receive as a result of the RA position to themselves or to any other person. Any misuse of information, privileges, or authority the RA receives can be grounds for dismissal from the RA position.

RESTRICTIONS IN EXTRA-CURRICULAR ACTIVITIES: The following is required if the RA is considering additional commitments:

- a) The RA must consult with the supervisor(s) before taking on additional work. Outside employment may not exceed 10 hours per week.
- b) Any major time commitments (athletics, Associated Students, etc.) must be discussed with the supervisor(s) after consultation with the Assistant Director of the area.

COVID-19-RELATED RESPONSIBILITIES: Mitigation of the COVID-19 pandemic requires that residents and staff adhere to public health guidelines. Note that this public health matter is very dynamic and changes rapidly. RAs are expected to role model responsible behavior such as the following:

- a) RAs must complete recurring COVID-19 symptom screening, COVID-19 testing, and sequestration requirements per the guidance of the university medical staff.
- b) RAs must adhere to public health guidelines such as: wear a face covering whenever outside of their residential unit, maintain physical distance, wash hands frequently, and refrain from in-person gatherings with others.
- c) RAs must follow established safety protocol when providing in-person service to residents.
- d) If an RA contracts COVID-19, they must adhere to instructions from university medical staff and notify their supervisors immediately.
- e) RAs must complete both an online COVID-19 educational module and the [community compact](#) through which students must agree to practice precautionary measures to mitigate the spread of COVID-19 regardless of their location.

AVAILABILITY AND TIME OFF: As part of the live-in nature of the RA position, RAs are required to remain available and accessible to the residents within the RA's apartment complex/building. RAs are required to reside within their assigned RA apartment. "Time Off/Away" requests need to be submitted by the RA to leave campus for weekends off only as approved by the supervisor(s).

ROOM AGREEMENT: The employee will be assigned an apartment as part of the RA position. As such, use of the apartment is subject to additional terms.

- Under NO circumstances is a guest or a person not assigned to the apartment allowed to reside in the apartment - beyond the terms of the Residential & Community Living guest visitation policy - without the prior approval of the University.
- The apartment is considered a work environment. RAs agree to use their apartment for work related activities as needed, such as meeting with residents, which is contingent upon current public health guidelines.
- RAs are responsible for any damages within the apartment, and are required to leave the apartment clean and orderly upon vacancy. RAs need to complete the Apartment Condition Report (ACR) upon move in, be proactive in having any damages fixed on an on-going basis while residing in the apartment community, and may be financially responsible for any damages to the apartment upon moving out.

HOURS OF WORK: Students employed by the University under the payroll title of Resident Assistant (RA) are employed on a live-in basis to perform a variety of duties, the need for which is determined to a large extent by occurrences within the residential community to which the RA is assigned. This employment results in a situation in which work is, to some degree, non-scheduled and may occur at any point in the 24-hour day. It is recognized that the RA has periods which require no work to be performed and at other times works in excess of two hours per day. These employees will be required to provide service during recognized holiday periods within the contract period and will participate in a rotating "on-call" schedule for Residential & Community Living.

In this live-in situation, it is difficult to accurately determine time spent by the employee each week on behalf of the employer or for personal activities. Based upon historical data and experience, during the length of their employment period RAs generally provide an average of 10 hours of service each week.

PROVISIONS OF EMPLOYMENT: Persons employed under the payroll title of Resident Assistant:

1. Will attend and participate in **all** mandatory staff trainings, meetings and in-services.
2. Will provide service during the contract term (see "Term of Contract" above) to assist with move-ins and move-outs, as well as other administrative details.
3. Will be assumed to provide 10 hours of service on the long-range average, during all weeks when the apartments are open to students. This would include, for example: attending all staff meetings, training and staff development activities; planning and attending all community meetings; meeting with residents as needed; planning and implementing a specified number of educational, social and recreational activities each quarter; working assigned shifts at the main office; serving in the on-call rotation; consulting with University faculty, staff and students; completing special assignments, projects and committee work, and completing administrative tasks. Failure to adhere to the requirements listed in this document and others outlined in training and in staff meetings may result in termination from the position.
4. Will be permitted to request a limited number of days and weekends (two consecutive days) away from the apartment community during the academic year. Time away must be

approved by the supervisor(s). During campus-wide events such as the Warm Up (Deltopia-date TBD), and Spring Open House (date TBD), requests for time off may not be approved.

5. If the RA is a student, they must be a full-time, enrolled UCSB student. Undergraduates must be enrolled in 12-16 units per quarter. If a Resident Assistant desires to enroll in less than 12 or more than 16 units, they must discuss this with the supervisor.
6. If the RA is a student, they must maintain a 2.3 overall GPA and achieve a 2.0 quarterly GPA in order to remain in good standing. If an RA falls below the cumulative GPA, they may be released from their position. If an RA falls below a 1.5 quarterly GPA, the RA's position may be in jeopardy. If an RA falls below the quarterly GPA only (and the quarterly GPA is above a 1.5), the RA will be placed on probation and must reach both GPA requirements the following quarter or will be released from the RA position. RAs will be allowed only one term of academic probation per their tenure as an RA. RAs must maintain these academic standards from the time they apply through their entire term of employment. Spring Quarter and Summer Session grades (from UC accredited campus only) will be considered in probation decisions for the fall quarter. Winter and Spring Quarter grades during the year preceding employment may jeopardize a candidate's offer of employment. Grades received by the end of the first week of the following quarter are considered final and RAs are not allowed to request grade changes to raise their GPAs. RAs who have been released from their position for these academic reasons may be eligible to be rehired after two quarters of a 2.8 GPA or higher. Further, RAs, other than those enrolled in the College of Creative Studies, are discouraged from taking more than one class Pass/No Pass per quarter.
7. Must adhere to Federal and State Laws, and to the terms and conditions of all University policies and regulations, Housing and Residential Services' Resident Handbook and the student Apartment Contract, from the time of their initial appointment until they vacate their apartment at the end of their contract period (including leaving their assigned apartment in a clean and orderly condition).

*I will faithfully and diligently perform the duties of my position, as stated in the attached **Employment Agreement**, according to the terms and conditions specified in the **Standards** for Residential & Community Living.*

Printed Name of Resident Assistant

Signature of Resident Assistant

Date

Printed Name of Complex Coordinator/Resident Director

Signature

Date

cc: RA file | Acknowledgement of Receipt (office use only):