

Residential Life Position Agreement: 2023-2024 Academic Year RESIDENT ADVISER (RA)

POSITION SUMMARY

Under the direct supervision of a professional staff member, Resident Advisers (RA) are live-in positions within the University of Washington (UW) residential communities. RAs work collaboratively through unique roles to support community development and resident engagement. RAs model and support inclusive and welcoming communities; are knowledgeable about and abide by the policies of Housing & Food Services (HFS) and the UW; demonstrate sound judgment; facilitate a team approach with team members; complete necessary administrative tasks; and provide quality customer service to residents and visitors.

The RA supports and encourages residents to make the most of their Husky Experience by exploring their identity, developing meaningful relationships, making intentional choices, and focusing on their trajectory at the UW and beyond. The RA establishes a cohesive and responsible community in their designated area, facilitates the holistic development of residents through one-on-one interactions, promotes resident involvement, and refers and supports residents as they manage academic and personal issues.

With an emphasis on resident interaction and connection, we recognize that the Student Leader role includes aspects of emotional labor in the inherent job responsibilities. Residential Life is committed to ensuring that all Student Leaders are provided ample resources, support, and training to practice self-care to support the well-being of our Student Leaders. This includes dedicated sessions during Autumn Training, year-round in-service training, providing independent resources, and offering ongoing support as needed.

TIME COMMITMENT

DATES OF AGREEMENT

Wednesday, September 6, 2023 – Sunday, June 10, 2024

WEEKLY TIME COMMITMENT

RAs are expected to contribute **an average of 19.5 hours per week** towards the responsibilities of their role as outlined in this agreement. Depending on the time of year, some weeks may require more than this amount while others require less. Note: On-Call standby time does not count toward this hour amount.

Mandatory RA team meetings occur weekly on Mondays from 7:00 – 9:00 PM when classes are in session. RAs are required to attend these weekly meetings during each quarter.

If not supporting break coverage, RAs are expected to remain on campus 24 hours after the end of each academic quarter and arrive 24 hours before the community opens or the start of each

academic quarter (whichever is earlier). Approval to arrive/depart early or late must be received in writing from a supervisor.

KEY DATES

- **RA Move-In Date:**
 - Tuesday, September 5
- **Autumn Training / Resident Move-In:**
 - **Begins:** Wednesday, September 6
 - **Ends:** Friday, September 22
 - During this period scheduled training/move in sessions are between 8am-5pm Monday through Friday with additional tasks to be completed outside of these times. Student Leaders are expected to remain available during these times.
- **Autumn Quarter:**
 - **Earliest Departure Date:** Saturday, December 16 at 12:00 PM
- **Winter Quarter:**
 - **Latest Return Date:** Tuesday, January 2
 - **Earliest Departure Date:** Saturday, Mar. 16 at 12:00 PM
- **Spring Quarter:**
 - **Latest Return Date:** Sunday, Mar. 24

DUTIES AND RESPONSIBILITIES

COMMUNITY DEVELOPMENT

GENERAL DUTIES & RESPONSIBILITIES

Residential Life student positions work collaboratively to establish and support inclusive and welcoming communities, encourage resident involvement, and serve as a positive role model in the community. RAs must be approachable and display a genuine interest in the welfare and personal development of residents. RAs are expected to be knowledgeable about campus and community resources.

The RA is expected to...

- personally know their residents, be aware of their needs and interests, and to encourage skill development and exploration of residents' trajectory to establish a cohesive community.
- be personally available to residents, provides opportunities for interaction and promotes resident involvement, engages intentionally with residents to build relationships both with and between residents, supports student leadership, calls, and facilitates community meetings, and mediates conflict when necessary.
- maintain a presence in their living environment, especially during peak times when residents are active in the community.
- contribute to the well-being and safety of all residents, students, and families both in one's personal home building and HFS affiliated buildings.
- serve as an academic role model for residents, orient students to UW student services, encourage behavior that contributes to academic success, refer residents to proper academic advising, and establish a community environment that supports residents' rights to sleep and study.



- engage residents in meaningful conversations about identity, choices, relationships, and their trajectory as they relate to academic goals, pursuits, and challenges.
- refer residents to the appropriate UW and community resources, as they manage academic and personal issues.
- be knowledgeable about resources, responsive to requests, and available for follow-up.
- respond immediately to crisis situations and work collaboratively with supervisors in resolving crisis situations.

SPECIFIC ROLE RESPONSIBILITIES

1. Meeting all Community Development expectations as outlined by their supervisor and the Community Development Model (including logging all interactions with assigned residents in InsideHFS).
2. Maintaining a presence in the community by sleeping in their own room four of five nights per work week and one of two nights per weekend.
3. Initiating crisis response protocols for students of concern and ensuring students are connected to full time staff. Student Leaders are not expected to, nor should they offer any counseling to students of concern.
4. Contributing to an inclusive and welcoming community through all responsibilities including but not limited to interactions, programs, bulletin boards, etc.
5. Prioritizing resident access to residential leadership opportunities and avoiding any Executive Board leadership positions in HFS sponsored student organization during their time in this position.
6. Working collaboratively with other Residential Life staff and Student Leaders to support community development efforts.

ACADEMIC

GENERAL DUTIES & RESPONSIBILITIES

Residential Life student leaders are expected to be academic role models and support the academic success of residents living within the residential communities.

SPECIFIC ROLE RESPONSIBILITIES

1. Working proactively with their supervisor regarding any outside work and/or activities that may impact their Residential Life student position.
2. Enrolling in and successfully earning a minimum of 12 undergraduate credits or 10 graduate credits each quarter, unless otherwise recommended by an academic Adviser.
 - a. Recommendations from an academic adviser must be shared in advance and in writing with the supervisor.
3. Maintaining a cumulative grade point average (GPA) of 2.45 and a minimum GPA of 2.0 per academic quarter, even if their cumulative GPA is above a 2.45.



COMMUNITY STANDARDS

GENERAL DUTIES & RESPONSIBILITIES

Residential Life student leaders are expected to be knowledgeable about and model all HFS and UW policies, as well as applicable Washington State and federal laws.

The RA...

- is responsible for the consistent and respectful enforcement of all Community Standards, educating residents as necessary, and documenting all alleged policy violations.
- works to establish an environment that promotes personal responsibility and encourages participation in upholding policies.
- is expected to engage residents in meaningful conversations about choices and the impact of choices on relationships, identity, and their trajectory.

SPECIFIC ROLE RESPONSIBILITIES

1. Always engaging as a RA while in the residential community and avoiding any behavior that would impact this ability.
2. Avoiding any behavior that would impact personal safety.
3. Reporting any threats or incidents of violence or sexual misconduct including, but not limited to, threats or incidents of self-harm, immediately to their supervisor.
4. Informing their supervisor if they are the subject of or named in any arrest, criminal or protection order after immediately issuance.
5. Following instructions given by direct and indirect supervisors, which may include any Residential Life professional staff.
6. Supporting building safety by:
 - a. always maintaining possession of master keys and electronic card access.
 - b. ensuring master keys always remain in the assigned residential area.
 - c. refraining from using master keys or electronic card access to gain access to areas for any purpose other than legitimate RA business.
 - d. refraining from using master keys or electronic card access for personal benefit or transferring possession of master keys or electronic card access without explicit authorization from a supervisor.
 - e. notifying a supervisor or the RD On-Call immediately if master keys or electronic card access are lost, stolen, or compromised in any manner.
7. Knowing and following all Housing & Food Services, UW, and Residential Life policies, procedures, and regulations.
8. Demonstrating awareness of identity, bias, power, and privilege dynamics through actions and statements when responding to situations, incidents, and behaviors within the residential communities.
9. Upholding all Housing & Food Services and Residential Life policies, procedures, and regulations within the community, by proactively engaging residents around the policies and confronting any behavior in violation of these policies.



10. Completing all on-call responsibilities as assigned, including being present in their building/complex while on-call unless directed otherwise by a supervisor.

TEAMWORK

GENERAL DUTIES & RESPONSIBILITIES

Residential Life student leaders are responsible for contributing to positive working relationships, participating as a team member in achieving the stated goals of their team and the Residential Life unit, cooperating with others and supporting team members on HFS projects and initiatives, demonstrating an acceptance for different perspectives and approaches, and establishing and maintaining positive working relationships with custodial, dining, desk, facilities maintenance and other HFS and UW personnel.

SPECIFIC ROLE RESPONSIBILITIES

1. Positively contributing to the HFS mission and work environment and utilizing opportunities to provide feedback concerning the Department directly to their supervisor and HFS leadership.
2. Positively contributing to a respectful and inclusive work and living environment for residents, teammates, and supervisors.
3. Positively representing HFS with other students, staff, and guests.
4. Supporting year-round occupancy, which includes break coverage. Break coverage includes Thanksgiving, Winter, and Spring breaks and includes 24-hour on-call coverage and administrative and community development tasks as directed by the supervisor. RAs are expected to be available to contribute to continuous coverage during Thanksgiving, Winter, and Spring breaks, even if the RA's assigned community is not open during these times. Travel during this time may be limited, all travel plans must be approved prior to purchase.

ADMINISTRATIVE

GENERAL DUTIES & RESPONSIBILITIES

Residential Life student leaders are responsible for operational and administrative duties, completing necessary paperwork and reports; reporting and following up on maintenance needs; and promptly attending designated meetings.

SPECIFIC ROLE RESPONSIBILITIES

1. Participating in assigned meetings, trainings, and workshops.
2. Returning early to campus for Autumn training and the start of a new quarter as designated in the Key Dates Section. During this time, RAs are expected to complete tasks assigned by supervisors.
3. Performing other tasks as assigned.
4. Assisting in the recruitment and selection of new positions as assigned.
5. Engaging in (and facilitating) diversity, equity, and inclusion (DEI) training, learning, and reflection content provided by direct and indirect supervisors through individual, team, and unit activities, meetings, and communications.



6. Completing assigned administrative tasks in a thorough and timely manner.

COMMUNICATION

GENERAL DUTIES & RESPONSIBILITIES

Residential Life student leaders are expected to communicate effectively and efficiently. Communications—verbal, written, and online—should demonstrate respect for others. Formal paperwork and reports should demonstrate language competency.

SPECIFIC ROLE RESPONSIBILITIES

1. Providing accurate and honest information.
2. Reading all HFS emails and responding within 48 hours or as otherwise instructed.
3. Sharing with a supervisor any relationship that may create a conflict of interest; including, but not limited to, familial or romantic relationships with members of the community.
4. Deferring all requests from the press, including the Daily to a supervisor or HFS Communications and Marketing.
5. Managing all confidential information with great care and respect for resident privacy, abiding by the Family Educational Rights and Privacy Act (FERPA), and alerting their supervisor immediately of any disclosure of confidential information.
6. Requesting permission before deciding to be away from the building more than 24 hours.

ADDITIONAL STANDARDS

1. New RAs are expected to successfully complete the spring quarter Residential Life Training Class (EDLPS 496) or its equivalent as deemed appropriate.
2. Student Leaders are not permitted to work as Residential Life Office Assistants.
3. Student Leaders are expected to follow all additional expectations and procedures as outlined by supervisors, in the Student Leader Handbook, and in training sessions.
4. Loss of any HFS student position due to dismissal may affect the status of other positions held within HFS.
5. This agreement is applicable for the position dates listed above.
6. The conditions of this agreement are subject to change by Residential Life. All changes will be communicated out to Student Leaders.

SUPERVISION

All RAs are supervised by a professional Residential Life staff member. Indirect supervision is also provided by other Residential Life staff. All RAs are provided training before and during their time in the position, as well as offered feedback on a regular basis.

ACCOUNTABILITY & PERFORMANCE MANAGEMENT



Successful performance is a shared responsibility between an individual and their supervisor. It's the individual's responsibility to meet the stated position expectations, and it is the supervisor's responsibility to create an environment in which this can occur. Successful performance management involves clear expectations, early intervention, identification of specific behaviors, consistent documentation of performance, regular consultation, positive reinforcement, and follow-up.

DOCUMENTATION

Student Leaders can expect to be informed when they are not meeting expectations. In some cases when expectations are not met, Student Leaders may be formally documented in a Performance Note, a copy of which is shared with the Student Leader. Student Leaders will receive a holistic review of their performance semi-annually in the form of a Performance Evaluation. Evaluations are conducted at the end of every Autumn and Spring quarter.

RESIGNATION

Student Leaders who would like to resign their position should provide the supervisor with a letter of resignation. Depending on the nature of the resignation, a date for vacate may or may not be negotiated. In general, a student leader member has 72 hours to vacate after their last working date.

DISMISSAL

If a Student Leader has numerous instances of not meeting expectations and performance has not improved or if a behavior is particularly severe/impactful, it may be recommended that the Student Leader be dismissed from their role. If the recommendation for dismissal is approved, supervisors will email the Student Letter to inform them of the dismissal.

APPEALS

Once written notification of dismissal is received by the student leader, the student may appeal in writing within three business days to the Director of Residential Life. The appeal is expected to include context for the situation being appealed and a rationale for why the Student Leader disagrees with the decision. The Director of Residential Life and/or the Director's designee shall review the appeal. The appeal will not delay the implementation of the dismissal, and the action dates provided in the letter will still apply. This includes the date of the termination of the position agreement, and the date of vacating the assigned room.

HOUSING AGREEMENT / CODE OF CONDUCT VIOLATIONS

At times concerning behavior may also constitute a violation of the HFS Housing Agreement or UW Student Conduct Code. When this is the case, an Incident Report will be filed and if found responsible, the student leader may be assigned sanctions consistent with the Residential Life or UW Student Conduct Process Cases and independent of any applicable position corrective action. Given the unique role of student leaders, an interim decision regarding the Student Leader position, including dismissal may be made before the conclusion of a Formal Hearing.

IN-KIND COMPENSATION

RA in-kind compensation is applied directly to housing and dining expenses. Specific details about compensation timelines and amounts are included below. In-Kind compensation for all position types



is applied on a quarterly basis. Earned dining account balances carry beyond the end of the RA position. Dining balances carry through the duration of an individual's time as a University of Washington student.

IN-KIND COMPENSATION DETAILS

Student Leaders are given In-Kind Compensation in the form of room, laundry, and a dining plan in exchange for completing the roles and responsibilities stated in the agreement. This role is not considered an employed position by the University.

ROOM

The RA position is compensated at a rate equal to the cost of their assigned room. RAs are provided a single or double room or a room within an apartment and are not assigned a roommate.

At the conclusion of their position, RAs will be financially responsible for any unauthorized alterations, damages or cleaning costs related to their room.

DINING

The RA role is compensated at a rate equal to the cost of a Level 4 Dining Plan per academic quarter day worked. For the 2023-2024 Academic Year, this rate is \$20.79 per day worked. RAs also receive dining funds equivalent to \$20.79 per day of Autumn Training.

LAUNDRY

The role will receive a quarterly credit to their Housing and Food Services account equal to the laundry fee charged. The laundry fee allows for tap access to university laundry machines.

OTHER COMPENSATION – BREAK ON-CALL

RAs receives additional compensation to support food costs when serving during break on-call periods. This compensation will be provided in the form of a Husky Award onto your Husky Card in the value of \$75 per 24-hour period serving on-call. This value will increase to \$100 per 24-hour period if you serve on-call on any of the following dates: December 24, December 25, December 31, and January 1.

EARLY DEPARTURE FROM ROLE

If for any reason the position ends or is terminated before the end of an academic quarter, the RA is responsible for returning the unspent balance on their Dining Account, minus the daily prorated amount for days worked. The RA is responsible for reimbursing HFS for any amount spent on their Dining Account above the prorated amount based upon the last day in their position. These details will be calculated centrally and be communicated directly to the departing RA by their supervisor. The reimbursement amount will be added as a charge on the RA's housing account.

RAs who leave their position before their agreement end-date must officially check out of their room within 72 hours of the conclusion of their position. If continued campus housing is desired after ending the position, the supervisor will work collaboratively with the departing RA to secure



appropriate on campus housing. All RAs are financially responsible for all housing costs incurred after the position has concluded.

TAX IMPLICATIONS

The housing, dining, and laundry in-kind compensation for an RA/CA position is not considered taxable income as it meets the Meals and Lodging conditions of *IRS Publication 525: Taxable and Nontaxable Income* to exclude it from reportable income. The appropriate person to contact with questions is Zach Oscar, Residential Life Operations Specialist (zoscar@uw.edu).

FINANCIAL AID REPORTING

Housing & Food Services reports the value of in-kind compensation provided for Student Leader positions to the Office of Student Financial Aid. Financial aid is very individualized and varies from one student to the next. The potential impact of this reporting on financial aid package should be discussed with the Office of Student Financial Aid. The appropriate individuals to contact with questions are Dan Stacknik (stackd@uw.edu), Financial Aid Counselor or Thomas Laban (tlaban@uw.edu), Senior Financial Aid Counselor.

ACCOMMODATIONS

In the event a student leader is unable to meet expectations because of a disability; whether temporary or permanent and an accommodation is needed, a student leader will need to go through a formal accommodation request process. To initiate this process, Student Leaders should submit their request with the Disability Services Office (DSO). DSO will then connect with UW & HFS HR to manage the request. If more comfortable, Student Leaders may complete their initial outreach to HFS HR (Kayani Martin, awanm@uw.edu) AND UW HR (Erin Mercer, erinm27@uw.edu) directly. Student Leaders should never be asked about nor compelled to share confidential medical information directly with their supervisor.

By signing, I agree that I have read, understand, and agree to abide by all the expectations outlined in this agreement and that if anything was unclear, I have had the chance to reach out with questions:

Name: _____

Signature: _____

Today's Date: _____

