



RESIDENTIAL LIFE STUDENT LEADER POSITION AGREEMENT GRADUATE COMMUNITY ASSISTANT (CA)

2025-2026 Academic Year

TIME COMMITMENT

DATES OF AGREEMENT

This agreement is applicable for the position dates listed below:

- **Tuesday, September 2, 2025 – Tuesday, September 8, 2026**

Early release from this agreement is permissible when graduating prior to the conclusion of the agreement and does not impact eligibility for this role.

WEEKLY TIME COMMITMENT

When classes are in session, Student Leaders are expected to contribute no more than 19.5 hours per week. **When classes are not in session**, Student Leaders may be expected to contribute over 19.5 hours per week such as Autumn Training and Spring Closing.

- **Note:** On-Call standby time does not count toward this amount.

All Student Leaders must be available on Mondays, from 7:00 PM – 9:00 PM each week unless given permission from a supervisor to miss one-off occasions.

- Mandatory RA/CA/ARD Team Meetings are held weekly during this time.

EXPECTED BREAK AVAILABILITY

RAs & CAs are expected to be available to contribute to continuous on-call coverage during Thanksgiving, Winter, and Spring breaks.

- Any travel plans that conflict with being available are expected to be approved by a supervisor **prior to finalization**.
- RAs are free to make travel plans during break periods at will after the publication of the on-call schedule for that break so long as their plans do not conflict with shifts they are scheduled for.

START/END OF TERM AVAILABILITY

If not scheduled to support break coverage, ARDs/RA/CAs are expected to be present on campus each quarter as follows:

- Until 3:00 PM on the Saturday after the end of Autumn & Winter quarters.
- Until 12:00 PM on the Sunday after the end of Spring quarter (RAs Only).
- Return to campus by 12:00 PM the day before Winter & Spring quarter classes begin.
- Approval for exceptions must be received in writing from a supervisor.

NON-NEGOTIABLE DATES

Failure to be available for the dates and/or time periods outlined below may result in dismissal from this role due to an inability to meet these required time commitments.

QUARTER	EVENT	ROLE	DATE	TIME
Pre-Autumn	STUDENT LEADER MOVE-IN	New CA	Monday, Sep. 1	7:00 AM – 10:00 PM
Pre-Autumn	STUDENT LEADER TRAINING	New CA	Tuesday, Sep. 2 – Monday, Sep. 15	<i>8am-5pm Mon. – Fri. with additional tasks outside of these times.</i>
		Returning CA	Wednesday, Sep. 3 – Monday, Sep. 15	
Pre-Autumn	12-Month Resident Move-In	ALL SLs	Monday, Sep. 8	7:00 AM – 5:00 PM
Pre-Autumn	9-Month Resident Move-In	ALL SLs	Tuesday, Sep. 16 – Friday, Sep. 19	7:00 AM – 5:00 PM
Autumn	Earliest Departure	ARD/RA/CA	Saturday, Dec. 13	After 3:00 PM
Winter	Latest Return to Campus	ARD/RA/CA	Sunday, Jan. 4	By 12:00 PM
Winter	Earliest Departure	ARD/RA/CA	Saturday, Mar. 21	After 3:00 PM
Spring	Latest Return to Campus	ARD/RA/CA	Sunday, Mar. 29	By 12:00 PM
Summer	12-Month Closing	CA	Saturday, Aug. 22	7:00 AM – 5:00 PM

DUTIES AND RESPONSIBILITIES

Student Leaders are live-in volunteer roles within the Housing & Food Services (HFS) residential communities. They work collaboratively to support residents' sense of belonging through active and passive community engagement methods. RAs also work to promote community safety through being knowledgeable about and role-modelling policies and providing On-Call coverage to support after hours response to concerns. With an emphasis on resident interaction and safety, Student Leader roles include aspects of emotional labor in their responsibilities. Student Leaders are encouraged and trained to develop self-care strategies to support their well-being and receive additional support from Residential Life staff in this endeavor.

Position expectations are broken into 5 categories:

<ol style="list-style-type: none"> 1. Community Development 2. Community Standards 3. Teamwork 	<ol style="list-style-type: none"> 4. Administration 5. Communication
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In addition to the expectations in this document, Student Leaders are expected to follow all additional expectations and procedures in supplemental documents including but not limited to:

<ul style="list-style-type: none"> • Student Leader Handbook • Community Development Model • Incident Response Protocol 	<ul style="list-style-type: none"> • Supervisor Expectations • Training Sessions
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COMMUNITY DEVELOPMENT EXPECTATIONS

ALL STUDENT LEADERS

- Avoid any Executive Board leadership positions in HFS-sponsored student organizations during their time in this position.
- Collaborate with other Residential Life staff and Student Leaders to support community development efforts.
- Contribute to an inclusive and welcoming community through all responsibilities outlined by your supervisor and Community Development Model including but not limited to interactions, programs, bulletin boards, marketing, etc.
- Serve as an academic and personal role model for residents by:
 - Being knowledgeable about campus resources and referring as appropriate.
 - Encouraging behaviors that contribute to academic success.
 - Fostering an environment that promotes residents' abilities to sleep and study.
- If planning to be away from their community for more than 48 hours, supervisor approval must be received. For CAs, this applies for break periods as well.

RESIDENT ADVISER & COMMUNITY ASSISTANT SPECIFIC

- Be available and responsive to residents with the goal of building trust, learning about their needs and interests, and encouraging their success.
- Cultivate community for assigned residents by:
 - Providing opportunities for resident interaction and involvement.
 - Intentionally engaging to foster resident to resident relationships.
 - Facilitating community meetings.
 - Mediating conflicts as needed.
- Maintain a presence in their living environment, especially during peak times when residents are active in the community.

COMMUNITY STANDARDS EXPECTATIONS

ALL STUDENT LEADERS

- Follow all Housing & Food Services, UW, and Residential Life policies, procedures, and regulations as well as applicable Washington State and federal laws.
- Demonstrate sound judgement and decision making when faced with resident, facility, or safety concerns.
- Behave in a manner that complies with relevant HFS resident agreements such as the 9/12-month housing agreement, special interest community commitment forms, etc.
- Follow instructions given by direct and indirect supervisors, which may include any Residential Life professional staff.
- Support community safety by taking actions including but not limited to:

- Avoiding behaviors that negatively impact the safety of yourself, others, or the community.
- Avoiding behaviors that negatively impact your ability to meet Student Leader expectations while in residential communities.
- Reporting any significant safety concerns including, but not limited to, threats or incidents of violence, sexual misconduct, and threats or incidents of self-harm, immediately to their supervisor or the RD-on-Call.
- Informing their supervisor if they are the subject of or named in any arrest, criminal or protection order after immediate issuance.
- Ensuring all HFS-issued keys including on-call rings, Cluster Keys, and office keys, remain on your person or secured in your room.
- Refraining from using keys or tap access to access any restricted areas other than for legitimate Student Leader purposes.
- Refraining from transferring keys without supervisor authorization.
- Refrain from sharing your Husky Card or other tap access card assigned to you with another individual.
- Notifying a supervisor immediately in the event any HFS-issued keys, your Husky Card, or another Tap access card assigned to you has been lost, stolen, or compromised in any other way.
- Ensuring only authorized individuals or residents with legitimate business are in restricted spaces such as Residential Life Offices.

RESIDENT ADVISER & COMMUNITY ASSISTANT SPECIFIC

- Consistently enforce all Residential Life policies, procedures, and regulations and appropriately document all situations. This includes appropriately using resources such as the Incident Response Protocol and the Resident Director On-Call (RDOC) as necessary.
- Demonstrate awareness of identity, bias, power, and privilege dynamics through actions and statements when responding to situations, incidents, and behaviors within residential communities.
- Educate residents on policies and procedures and establish an environment that promotes personal responsibility and encourages resident participation in upholding policies.
- Initiate appropriate crisis response protocols to ensure students of concern are connected to staff.
 - Student Leaders are not expected to and shouldn't offer any counseling to students.
- Complete all on-call responsibilities as assigned, this includes but is not limited to:
 - Be present in their community while on-call unless directed by a supervisor.
 - Pick up on-call keys and checking in between 4:30 PM and 5:00 PM for evening duty and between 10:00 AM and 10:15 AM for Weekend Daytime.
 - Remaining on-call until at least 8:00 AM Monday-Friday and 10:00 AM on Saturdays, Sundays and University Holidays
 - Returning all on-call materials no later than 10:30 AM
 - Complete building rounds at assigned times.
 - Submit all appropriate documentation in the proper format by assigned times.

TEAMWORK EXPECTATIONS

- Contribute to the HFS mission, goals, work environment, and living environment for residents, teammates, supervisors, etc. in a respectful and inclusive manner.
- Be receptive to feedback, engage in conversations to address performance concerns when appropriate, and follow-through on agreed upon action plans.
- Utilize appropriate channels to provide feedback concerning HFS directly to your supervisor, Residential Life leadership, or HFS leadership.
- Represent HFS in a respectful and inclusive manner to other students, staff, and guests.
- Support academic year-round occupancy, by supporting resident move-in and closing operations as instructed.
 - For RAs & CAs, this includes being available for on-call coverage during break periods, staffing move-in shifts, conducting vacate inspections, completing room checks, etc.

ADMINISTRATIVE EXPECTATIONS

ALL STUDENT LEADERS

- Utilize provided resources to autonomously complete tasks as expected.
- Accurately complete assigned recurring or one-off tasks by indicated deadlines.
- Appropriately use Housing & Food Services funds and resources for their intended purposes and with supervisor approval when applicable.
 - Student Leaders are not expected to use personal funds or resources for completion of the expectations of their roles.
- Maintain accurate records about Student Leader tasks such as program planning and assessment, budgets, resident interactions, work hours, etc.
- Participate and facilitate assigned meetings, trainings, and workshops as assigned.
 - This includes content focused on diversity, equity, and inclusion (DEI)
- Be available for and attending weekly 1-on-1 supervisor meetings during business hours.
- Assist in the recruitment and selection of new positions as assigned.
- Perform other tasks as assigned.

COMMUNICATION EXPECTATIONS

- Communicate effectively, efficiently and respectfully.
- Follow proper formatting and depth of detail processes for paperwork and documentation.
- Utilize appropriate communication channels as outlined via supervisor expectations.
 - Channels used may include email, phone, Microsoft Teams, Slack, etc.
- Utilize your official UW Email for all official Student Leader communications with residents.
- Retain communications as appropriate to comply with state public records law.
- Provide accurate and honest information at all times.

- Read all HFS-related emails and messages within 24-hours and respond as instructed.
- Return all HFS related phone calls ASAP.
- Ensure that the RA-on-Call, Resident Director-on-Call and their Supervisor(s) office phone numbers are in their phone.
- Share 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.
- Refrain from representing HFS in the press and defer all requests, including the UW Daily, to a supervisor or HFS Communications and Marketing.
- Demonstrate strong customer service skills when engaging and communicating with residents and non-residents alike.
- Abide by the Family Educational Rights and Privacy Act (FERPA) to manage all confidential information with great care and respect for resident privacy and alert your supervisor immediately of any disclosure of confidential information.
- Avoid behaviors that enable you or others to personally benefit from any information which comes to them through their role.
- Refrain from sending any emails to a wider audience than is appropriate for your role without explicit authorization from a supervisor.
 - **RA/CAs:** Assigned Residents

ELIGIBILITY

To remain eligible for their role, Student Leaders are required to:

1. Work proactively with their supervisor regarding any outside work and/or activities that may impact their ability to meet the needs of their Student Leader role.
2. Enroll in and earn a minimum of 12 undergraduate credits or 10 graduate credits each quarter, unless otherwise supported by an academic Adviser.
 - a. Letters of support from an academic adviser must be shared via email to reslifesl@uw.edu in advance of the quarter in question starting.
3. Maintain a cumulative grade point average (GPA) of 2.45.
4. Achieve a minimum GPA of 2.0 per academic quarter.
5. **RA/CA ONLY:** Complete a Background Check and be cleared by UW HR if they have not previously completed one for a Student Leader position or have had a gap in their Student Leader service of more than 1 quarter.
 - a. This requirement complies with [UW policies](#) about positions with "access to information, places, or systems with security implications".
6. Not work as a Residential Life Office Assistant during the academic year, unless given written permission from the Specialist for Training & Selection or their designee.
7. Meet performance expectations of any other HFS student employee or volunteer position they may hold. Loss of any of these positions due to dismissal may impact eligibility for a Student Leader role.

SUPERVISION & PERFORMANCE

All Student Leaders are supervised by a professional Residential Life staff member. Indirect supervision is also provided by other Residential Life staff. Student Leaders are provided training before and during their time in the position, as well as offered feedback on a regular basis. Successful performance is a shared responsibility between an individual and their supervisor. Student Leaders will receive reviews of their performance semi-annually at the end of Autumn quarter or beginning of Winter quarter & end of Spring quarter in the form of a Performance Evaluation. Student Leaders can expect to be informed when they are not meeting expectations. In some cases, this can include formal documentation in a Performance Note.

If a Student Leader has numerous instances of not meeting expectations and performance has not improved or if a behavior is particularly severe/impactful, the Student Leader may be dismissed from their role. 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. An appeal will not delay the implementation of a suspension or responsibilities, but any expectations regarding vacating an assigned room will be paused pending the outcome of the appeal.

HOUSING AGREEMENT / CODE OF CONDUCT VIOLATIONS

All Student Leaders are held to the same standards of HFS Housing Agreement and the Student Code of Conduct as all other residents/students. In the event a behavior is suspected of violating the Housing Agreement or Student Code of Conduct, an Incident Report will be filed and if found responsible, additional performance actions may result in addition to any outcomes from the conduct process. In some cases, an interim decision regarding the Student Leader position, including dismissal, may be made before the conclusion of the conduct process.

IN-KIND COMPENSATION

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. In-kind compensation is applied directly to housing and dining expenses on a quarterly basis. Specific details about renumeration timelines and amounts are included below.

ROOM

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

The role is compensated at a rate equal to the cost of their assigned room. CAss are provided a studio apartment in or near their assigned community.

DINING

The role is compensated at a rate equal to the cost of a Level 4 Dining Plan per quarter covered by the position agreement excluding the Winter & Spring Break periods as outlined by the [UW Academic Calendar](#). Dining balances carry through the duration of an individual's time as a University of Washington student.

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 IN-KIND COMPENSATION

BREAK ON-CALL

CAs receives additional in-kind compensation to support food costs during break On-Call periods. This compensation is provided in the form of a Husky Award onto your Husky Card in the value of \$80 per 24-hour period serving On-Call. This value will increase to \$100 per 24-hour period if serving On-Call on any of the following dates: December 24, December 25, December 31, and January 1.

WORKER'S COMPENSATION

The University of Washington's [workers' compensation](#) program is insured through the State of Washington. The Washington State Department of Labor & Industries (L&I) manages workers' compensation claims for UW. University of Washington faculty, staff and volunteers are covered for work-related injuries and illnesses, per [Administrative Policy Statement 14.1](#)).

LIABILITY PROTECTION

The University of Washington's self-insurance program provides protection from liability claims arising from the negligent acts or omissions of the University of Washington and its employees, students, and agents acting in the course and scope of their University duties. Coverage is subject to the terms of [RCW 28B20.250 et seq.](#) and [Board of Regents Governance Chapter 5](#). Per Board of Regents Governance Chapter 5, this protection "will not apply to actions, claims, or proceedings arising out of acts taken in bad faith."

EARLY DEPARTURE FROM ROLE

If for any reason, a Student Leader leaves their role before the end of the agreement period, HFS will rescind any unspent funds from their Dining Account minus the daily prorated amount earned for days in the role. The Student Leader 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 to the Student Leader by their supervisor. The reimbursement amount will be added as a charge on their housing account.

Earned prorated amounts are calculated as follows:

$$\text{Daily Rate} * \text{Days in the Role}$$

$$(\text{Quarterly Rate} / (\text{End Date of Quarter} - \text{Start Date of Quarter})) * (\text{End Date of Role} - \text{Start Date of Quarter})$$

Student Leaders who leave their position before their agreement end-date must vacate their room within 72 hours of the conclusion of their position unless given instructions otherwise. If continued campus housing is desired after ending the position, HFS will work with the Student Leader to identify if any alternative options for on-campus housing are available. Student Leaders are responsible for all housing costs incurred after the position has concluded.

TAX IMPLICATIONS

The housing, dining, and laundry in-kind compensation for a Student Leader 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 the Operations Program Support Supervisor for Residential Life.

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 on a Student Leader's financial aid package should be discussed directly with the Office of Student Financial Aid.

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. Student Leaders should never be asked about nor compelled to share confidential medical information directly with their supervisor. Depending on the circumstance, the Student Leader will complete one of the processes below.

ACCOMMODATION FOR HOUSING PLACEMENT

Should a Student Leader have a disability that requires special considerations for their housing placement, they will be required to submit a [Housing Accommodation Request](#) through Disability Resources for Students (DRS). If you have been previously approved for ongoing accommodations, you do not need to submit new requests. These requests should be submitted as soon as you are aware they may be needed. Once approved, you must notify the Specialist for Training & Selection (reslifesl@uw.edu) that you have an approved accommodation, and they will work with the Student Services Office to ensure your housing assignment meets your needs.

ACCOMMODATION FOR STUDENT LEADER RESPONSIBILITIES

Should a Student Leader have a disability that they believe impacts their ability to meet expectations of their role, they will need to submit an accommodation request to the Disability Services Office (DSO). After review, DSO will collaborate with HFS to manage the request and communicate accommodations as needed.

RELIGIOUS ACCOMMODATION

It is the policy of the University of Washington to reasonably accommodate students' religious observances in accordance with [RCW 28B.137.010](#). If you require a religious accommodation whether for housing or student leader responsibilities, you should inform reslifesl@uw.edu of the accommodation being requested.

The conditions of this agreement are subject to change by Residential Life. All changes will be communicated to Student Leaders via email as an amended agreement highlighting any changes.

Student leaders will not be required to sign an amended agreement, and changes will be effective immediately or as otherwise outlined in the amended agreement.

By signing, I agree that I have read, understand, and agree to abide by all the expectations and procedures outlined in this agreement and confirm that I have had the chance to seek clarification on any aspects of the agreement prior to signing.

Name: _____

Signature: _____ Today's Date: _____