

## **CONDITIONS OF EMPLOYMENT AGREEMENT (Fall 2012- Spring 2013)**

The following guidelines have been established to clarify Peer Leader (PL) and Resident Advisor (RA) conditions of employment. These two roles are known as Student Staff Member (SSM) positions in the Residence Life Unit of the Department of Housing. While the administration of these conditions may vary, it is important to understand them in order to successfully perform the responsibilities of the Student Staff positions. Failure to adhere to these conditions will jeopardize potential Student Staff hiring and current Student Staff employment status.

### **A. Eligibility to be hired**

1. Applicant must have completed at least 1 year of college by start date.
2. Applicant must be in good standing with the Institute: academic, financial and judicial.
3. Applicant must be enrolled as a student with a minimum of 6 credit hours or registered for a recognized Co-Op, Internship or Externship.
4. Undergraduate applicants must have a 2.30 GPA (semester/cumulative).
5. Undergraduate Transfer student applicants are hired conditionally based on his/her achievement at his/her previous institute. The applicant would have to verify he/she achieved a cumulative GPA 2.30 (undergraduate) or 3.0 (graduate). If the student does not maintain these standards through his/her semester at Georgia Tech, he/she will be asked to resign.
6. Graduate student applicants must have 3.0 GPA (semester/cumulative). 1<sup>st</sup> year graduate students are hired conditionally based on his/her achievement at his/her previous institute where he/she must have achieved a minimum of a 3.0 cumulative GPA. If the student does not maintain these standards through his/her first semester at Georgia Tech, he/she will be asked to resign.

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

1. Appointments are made for one academic year. The academic year is defined as Fall Semester 2012 to Spring Semester 2013. An academic year appointment does not dictate a summer appointment or an appointment for the following academic year. A SSM offer may be rescinded or the SSM may be dismissed immediately if discovered he/she accepted any opportunity that prevents him/her from completing a full academic year of employment. You may be dismissed immediately if you accept any opportunity that prevents you from completing a full academic year of employment. This includes but is not limited to the following: study abroad (Fall or Spring), out of town Co-Op, LeaderShape, or applying to graduate at the end of the Fall Semester.
2. A SSM's principle non-academic activity is his/her/hir position. Additionally, extracurricular activities are not to conflict with the time needed to be available and accessible to residents. Other time commitments (i.e., jobs, internships, Co-Ops, Greek organizations, athletics/intramural, student organizations, etc.) must

be discussed with and approved by his/her supervisor. This includes any time commitments that he/she may have had prior to employment by the Department of Housing and any additional time commitments in the future. The SSM may not assume or continue any paid responsibilities without approval and permission from the supervisor. Permission in these circumstances will be contingent on current course load, job performance, and academic performance.

3. Student Staff Members must be available prior to, during and following Housing Openings and Closings to complete check-in and check-out administrative tasks. Please see the commitment calendar for dates.
4. As all residence halls are open during holiday breaks (Fall Break, Thanksgiving, Winter Break, and Spring Break), Student Staff may be required to work during break periods. Additional compensation will be provided. SSMs must also be available during semester breaks to complete administrative tasks and perform "Duty". A SSM may be asked to work during a holiday break. All SSMs will not work during a holiday break, but need to be available. Failure to comply with the request will result in termination. The Department of Housing will inform the SSM regarding mandatory return and departure dates. See "Commitment Calendar".
5. First term employment requires attending a 15 week, for credit training class involving homework.
6. The Student Staff positions require a minimum of 20 hours of work per week. Peak work periods include the opening and closing of each semester, the Student Staff Selection process, and the Room Selection process, all of which will require additional hours.
7. A SSM must be given approval from the supervisor to be away from campus for more than 24 hours.
8. All travel plans must be made in accordance to the Housing Opening/Closing and Training schedule. It is expected that you are able to attend all openings, closings, and training sessions. If your travel plans interfere with any of the above, you may be dismissed immediately.

### **C. Training and Staff Development**

1. All Student Staff are expected to attend several training sessions and staff development activities throughout the year. These include, but are not limited to:
  - a. Spring Orientation (one weekend day).
  - b. Fall Training (a two week period prior to August opening).
  - c. 15-Week Training Seminar for credit (for all first term employees).
  - d. Periodic in-service sessions as arranged by the supervisor or other Departmental Staff.
  - e. Weekly staff meetings and individual meetings with supervisor.
  - f. Hall Council meetings as outlined by supervisor.
  - g. Winter Training (two – three days prior to January opening).

2. Regardless of a SSM's status as a returning or new, SSMs are required to attend all staff training and development sessions. The training schedule is arranged in a manner to avoid any interference with the official Institute calendar. Failure to attend due to co-op jobs, study abroad, or internship are not acceptable and will result in a change in the SSM's employment status and he/she may be dismissed immediately.

#### **D. Staff Duty**

1. All SSMs (Peer Leaders and Resident Advisors) will assume duty responsibilities on a regular basis.
2. A SSM on duty must remain in his/her room when not on a duty round between the hours of 8:00 PM and 8:00 AM. This SSM must also place Duty Cards in appropriate places and perform duty rounds.
  - a. Staff perform two duty rounds per shift (includes placing your cards) on week nights and four rounds on weekend shifts. More information about duty will be provided during training and on an ongoing basis from the supervisor.
3. While serving on duty, you will have access to building master keys. All staff must follow the master key sign-out policy for their area. The keys for these buildings should not remain in your possession for extended periods of time or be taken out of the building or duty area (where applicable). The keys are not to be used to gain personal access to a building or resident's room. Lost access keys (minimum \$250) and master keys (minimum \$750) have monetary penalties associated. Losing a master key may also result in termination.
4. Student Staff Members may be asked to provide additional coverage during designated times such as severe weather, Homecoming, special emergencies and athletic events.

#### **E. Academic Expectations**

The student staff positions within Residence Life are crucial to the success of the overall community development program. One of the goals is to foster academic success for all students including our student employees. Additionally, we ask our student staff to serve as role models. In order to serve as good academic role-models, as well as insure that you succeed in your own academic pursuits, a minimum semester and cumulative Grade Point Average has been established for students to apply for and retain these important roles.

1. *Application, Interview, Hiring Action* – To apply and interview, candidates must be in good academic standing with the Institute. A minimum cumulative Grade Point Average (GPA) of 2.30 is required for undergraduates and a 3.0 is required for graduate students to be selected for a student staff position with the Residence Life unit of the Department of Housing. At any time, a student may resign employment or decline an offer of employment if he/she feels that the employment with Residence Life is negatively impacting his/her academics.

2. *Employment Offers / Rescinding Offers* – An offer for the upcoming academic semester/year (made at the end of the Fall, Spring or Summer Term) may be rescinded if the **student's cumulative GPA falls below standards (undergraduate 2.3, graduate 3.0)**. No student staff can begin work in the unit if their cumulative GPA is below minimum cumulative GPA standards. If an offer is rescinded, the applicant's name may return to the alternate list for future hire if the GPA improves. There are no exceptions to this standard for new hires; there may be some exceptions for rehires (those already employed by Residence Life). Grades will be checked at the end of the semester; if a current staff member's cumulative or semester GPA is adversely affected, their employment academic standing may change, and could lead to he/she being asked to resign.
3. *Grade Substitution* – No student seeking or in need of a grade substitution will continue to be considered a hireable candidate or eligible to begin work at a start of a semester unless his/her cumulative GPA is above 2.30/ 3.0. Additionally, for those students who meet the cumulative GPA requirement, they cannot retake a class they hope to substitute a grade for in his/her first semester of employment with Residence Life.
4. *Cumulative GPA* – All undergraduate student staff must maintain at least a 2.30 cumulative GPA each semester while employed by Residence Life. All graduate student staff must maintain at least a 3.0 cumulative GPA. If a staff member fails to do so, he or she must resign from their position. No student staff can begin work in the unit if their cumulative GPA is below minimum cumulative GPA standards.
5. *Semester GPA* – All student staff members must achieve a minimum 2.30 semester GPA for undergraduate students and 3.0 for graduate students to remain in good *academic* standing. Any student staff member falling below this standard will be placed on Housing Staff Academic Probation for one semester (or two semesters in the event of a co-op or summer semester where classes are not taken) to bring his or her semester GPA to the 2.30 or 3.0 minimum.
  - a. If a staff member is enrolled in 6 or less hours OR 2 or fewer classes and received permission to do so from their supervisor during the semester such as during the summer semester or for staff taking classes while co-opping or interning the following will take place:
    - i. The grade(s) for the semester will be manually recalculated into the previous semester's GPA where student was fully registered. This will be the basis for any academic status decision (i.e. academic standing for a Fall staff member will be determined by the manual calculation of the SSMs Spring and Summer semesters combined).
    - ii. If a staff member was placed on Academic Probation during the previous semester (i.e. spring) for a term GPA less than 2.30/ 3.0 and during the next term (i.e. summer) their GPA is also less than 2.30/ 3.0, there will

be not change in academic status (meaning they will remain on Academic Probation until the end of the following semester, Fall) unless their summer GPA causes their Institute Status to change.

- b. No student staff member may be on Housing Staff Academic Probation two consecutive terms (with the exception of a co-op or summer semester where classes are not taken). If a student staff member fails to bring his or her semester GPA to the 2.30 or 3.0 minimum after one semester of Housing Staff Academic Probation, he or she must resign.
- c. If a student staff member who previously was on Housing Staff Academic Probation (but not in the previous semester) once again fails to achieve a 2.30 or 3.0 semester GPA, the Assistant Director for Staff and Community Development (or a designee) and the supervisor, will determine if the student staff member should be placed on Housing Staff Academic Probation for one semester, or be asked to resign. In general, a student staff member should not be placed on Housing Staff Academic Probation more than one (1) time during his or her employment span with Residence Life.

**6. Terms and Conditions for Housing Staff Academic Probation** -If placed upon Housing Staff Academic Probation:

- a. The student staff member must not be employed in any other job with the Department of Housing.
- b. The student staff member must meet with their supervisor or Coordinator of Academic Initiatives to outline a plan for success. The conditions of this plan will vary for each student staff member, but the components will be mandatory.
- c. The student staff member is required to meet with his or her academic advisor to alert this professional to the situation and access whatever support programs his or her department or college may offer.
- d. The supervisor, in conjunction with the Coordinator of Academic Initiatives, will monitor the student staff member's compliance with the plan for success and determine if the staff member has met his or her obligations to it. If not, the staff member will resign his/her position.
- e. In addition, a student staff member on housing academic probation, may be required to attend a workshop or in-service as a required in-service. The purpose of attending this workshop is to give the staff member an opportunity to learn how to address the academic issue that he/she may be facing. An appropriate workshop will be selected in conjunction with the supervisor and staff member. An example of an acceptable workshop is procrastination, time management, or exploring a major. Many of these workshops may be offered by the Counseling Center.

**7. Terms and Conditions for Housing Staff Termination (GPA based)** –Any staff member who has been released due to grade issues is eligible for rehire one

semester after their release date once they have met with and **received** approval from the Assistant Director for Staff and Community Development (or a designee). Student staff must have at least one semester GPA above standards (undergraduate 2.30 or graduate 3.0). In addition, their cumulative GPA must be above a 2.30 (undergraduate) or 3.0 (graduate). A student staff member may only “leave and return” once due to grade issues. He or she is not eligible for summer semester employment.

**Schedule of re-hire for termination (GPA based):**

Termination in Fall semester	Rehire the following Fall
Termination in Spring semester	Rehire the following Spring. Student can participate in SSM recruitment period in the Fall to be considered as an alternate SSM for Spring.
Termination in Summer term <i>(Reference section B item 1)</i>	Rehire following Spring. Student can participate in SSM recruitment period in the Fall to be considered as an alternate SSM for Spring.

8. **Notification of Change in Standing** – Notification of academic status within the Residence Life unit will come to each student staff member from their supervisor. The supervisor will make this determination in consultation with the Coordinator of Academic Initiatives.
  
9. **Appeals** - Appeals concerning status will be made **within 5 business days** from the date of the letter of notification. There is no appeal process for a student staff member who has been terminated for falling below cumulative GPA standards (undergraduate 2.30 or graduate 3.0). To appeal a status other than termination, the appeal should be made to and reviewed by the Area Manager of the appealing student staff members' area. **The department decision in response to the appeal will be made within 7 business days by the Area Manager in consultation with the Assistant Director for the area and Coordinator of Academic Initiatives. During the designated time frame to complete the appeal process, the student staff member will operate in his/her normal staff responsibilities. If a student staff member’s GPA remains below standards at the end of the appeal process (12 business days total), the decision to place the staff member on probation or terminate the staff member is final.**
  
10. **Rehiring staff released due to Grades** - Any staff member who has been released due to grade issues is eligible for rehire one semester after their release date once they have met with and gotten approval from the Assistant Director for Staff and Community Development (or a designee) and they have had at least

one semester GPA above the 2.30 or 3.0 or raised their cumulative GPA above a 2.30 or 3.0 depending on why they were released. A student staff member may only "leave and return" once due to grade issues.

**F. Freshman Experience Meal Plan (for Peer Leaders)**

Peer Leaders have a 75-block meal plan which gives them an average of five meals per week per semester. The meal plan affords Peer Leaders a resource to engage students in the "Eating Together" component of the Freshman Experience. The staff must abide by the policies of Dining Services for use of the meal plans and use of the residential dining facilities.

**1. FE Staff Meal Plan Policy**

- a. The FE staff meal plan does not carry meal period restrictions.
- b. The FE staff meal plan is compensation for the Peer Leader position and a tool to be used for building community.
- c. The FE staff meal plan cannot be used by anyone other than the Staff Member. The Staff Member may not bring a guest.
- d. The FE Staff **should** use their Buzz Card in a residential dining hall with **their residents** a minimum of **five times per week**.
- e. The FE staff will be expected to regularly report to their Hall Director concerning the "Eating Together" component of the Freshman Experience.
- f. Staff may upgrade from the 75 block meal plan to the 10 or 14 meals per week plan or the unlimited meal plan by adding the cash difference in the meal plans.

**G. Other Expectations of Employment**

1. The SSM should not engage in activities that could result in a change to their judicial standing (i.e. reprimand, warning, or probation) within Housing or the Institute. If judicial standing changes due to an academic or nonacademic violation, the Staff Member must report the change to their supervisor in a reasonable time frame.
2. The SSM will be responsible for nurturing the development of a community where students can achieve a sense of identity, be invested, have influence, and be involved toward being independent members of their community.
3. The SSM must satisfactorily complete all requirements of his or her job description and conditions as determined by the supervisor.
4. The SSM is expected to know and abide by all Institute Policies, Housing regulations, and contractual regulations. Failure to do so may be grounds for termination.
5. The SSM should recognize that his or her room also serves as an area for confidential conversations with residents and other job related activities. In deciding how his or her room will be used, The SSM should use sound judgment in how that use will affect the perceptions of the community. In keeping with departmental philosophy, we ask that Student Staff members not display posters

or materials which might be viewed as sexually, racially, or ethnically offensive, or advertise unhealthy behaviors.

6. The SSM will be expected to provide programming for residents as outlined in the individual staff programming models.
7. The SSM must be eligible to work in the United States.
8. All SSMs must sign a housing contract.

#### **H. Compensation Package**

1. Peer Leader: Full rent, a stipend of \$300/semester, and 75 block meal plan. There are additional opportunities to earn pay for working break duty.
2. Resident Advisor (suites and traditional apartments): Full rent and stipend of \$407.00/semester. There are additional opportunities to earn pay for working break duty.
3. Resident Advisor (family apartments): One bedroom apartment rent credit. There are additional opportunities to earn pay for working break duty.

#### **I. Rooms and Roommates**

1. SSMs in traditional buildings receive single rooms with the Department reserving the option to assign temporary roommates in Traditional and Suite assignments. Additional compensation will be provided when the situation occurs. The amount of the compensation will be determined at that time by the Director of Residence Life.
2. A SSM in suites and apartments may request a specific number of "roommates". The timeline, requirements, and process for such will be provided before the Spring Room Selection process each February-March.
3. A SSM in suites and apartments must have all their roommates sign a roommate contract, understanding that they live with a student staff member that may require special requests of them, as well as following the Department of Housing policies and procedures.

#### **J. Room Assignment Availability after Resignation or Termination**

Upon accepting a position offer, the new SSM commits to the Department of Housing to do the following:

- Role Model academic success, in accordance to the employee academic policy and the student's personal goals.
- Perform all duties of the Student Staff position to the best of their abilities.
- Attend all Fall and Winter training sessions and In-Services.

In return, the Department of Housing and Residence Life commits to caring for, training and developing the SSM, while providing a safe environment for him and her to live. This "mutual agreement" allows both the student staff member and Residence Life to plan ahead by semester. In the case of resignation or termination Residence Life will work to find on-campus housing for the former SSM but may be limited based on availability. The process is outlined more specifically below.



## 1. Resignation

- a. *Resigned and signed up for housing through regular lottery process* – If an offer is rescinded or a SSM resigns before housing assignments are made, and the SSM has followed all instructions in the housing assignment process, but is placed on the waiting list, this SSM may be provided priority on the wait list. This takes place after initial housing sign-up occurs. The SSM must indicate to the Assistant Director for Staff and Community Development the desire to be considered for a housing assignment. All housing deposits and payment deadlines must be met.
- b. *Resigned after assignments are made* – If an offer is rescinded or a SSM resigns before housing assignments are made, the SSM will not receive an automatic Housing Assignment. If the SSM desires to live on campus, he or she must apply, pay the housing deposit, and adhere to all Institute payment deadlines.
- c. *Resigned after Fall Training start date* – If a SSM resigns after Fall Staff Training begins and before the end of the academic year, he or she will automatically receive an automatic Housing Assignment if there is space in the Housing system. The SSM will be responsible for a prorated amount for the rent. If he or she does not accept the newly assigned space and decides to move to off-campus housing, a prorated penalty of one semester of rent will be assigned to the student account for breaking the Housing Contract.

## 2. Termination

- a. *Performance **and/or** GPA based* – A SSM will not receive an automatic Housing Assignment. If one desires to live on campus, he or she must make application, pay the housing deposit, sign a housing contract, and adhere to all Institute payment deadlines.
- b. *Failure to attend Fall Staff Training on the mandated date and time* – The SSM will be terminated and not automatically receive a Housing Assignment. If the SSM desires to live on campus, he or she must make application, pay the housing deposit, sign a housing contract, and adhere to all Institute payment deadlines.

## 3. Termination and Eligibility for Rehire

- a. Student Staff Members may be terminated at any time based on their job performance, grades, financial standing with the Institute and any changes to their judicial standings. **These items are interrelated and are not independent of each other.**
- b. The Department reserves the right to mandate a specific time period before a SSM may re-apply for a Student Staff position following resignation or termination. In addition, the student may be asked to go through the full Selection Process, at the discretion of the Assistant Director for Staff and Community Development.

- i. *Resignation* – If a SSM resigns from his or her position, he or she is eligible for rehire if the minimum hiring requirements are met.
- ii. *Termination (Other than GPA; please refer to Section E item 7 for GPA terms of termination)* – He or she cannot reapply nor work in any SSM position for one complete semester (not including summer) after termination. He or she is not eligible for summer semester employment.