The following guidelines have been established to clarify the Resident Assistant (RA) conditions of employment. It is important to read and understand these conditions in order to successfully perform the responsibilities of the RA position. Failure to adhere to the following conditions of employment may jeopardize the RA’s employment status. RAs will be required to sign these conditions prior to the beginning of the academic year or period of employment. At the sole discretion of the Department of Residential Life, this document may change and changes will be communicated to RAs through appropriate methods. By signing this agreement, you are responsible for all information enclosed.

**Period of Employment**

- The RA position is a 20 hour per week undergraduate student employment position.
- The term of employment for this contract is the 2019-2020 Academic Year. Appointment is based on performance and is renewable upon reapplication, performance appraisal, and consent of the Department of Residential Life.
- Employment is contracted on the following schedule: (Include date and time)
  - New RA Fall 2019 Arrival: August 4, 2019 no later than 3:00PM
  - Returning RA Fall 2019 Arrival: August 6, 2019 no later than 3:00PM
  - Fall 2019 Departure: December 15, 2019 at 3:00PM
  - Spring 2019 Arrival: January 8, 2020 no later than 3:00PM
  - Spring 2019 Departure (Traditional Halls): May 11, 2020 at 3:00PM
  - Spring 2019 Departure (Apartments): May 18, 2020 at 3:00PM
- RAs may be expected to work through University holidays including, but not limited to: Fall Break, Thanksgiving, Mardi Gras, and Spring Break.
- RAs assigned to Residential Life operated apartment communities are required to remain on campus and perform RA duties during a portion of Winter Break.
- RAs are expected to remain on campus during certain time periods including, but not limited to:
  - Fall Opening: August 15-25, 2019
  - Fall Closing: December 12-15, 2019
  - Winter Break: December 16, 2019 - January 8, 2020
  - Spring Opening: January 10-12, 2020
  - RA Selection Weekend: January 31 - February 2, 2020
  - Spring Closing: May 6-11, 2020
- The academic, financial, and conduct standing of all RAs will be checked at the end of each semester and periodically as needed by the Department of Residential Life.

**Compensation**

- RAs will receive a stipend of $1600 per semester. RAs who complete two or more semesters of service will receive an increase to $1700 per semester.
  - When an RA is unable to work for more than three (3) days of a pay period, their pay will be altered accordingly.
- RAs will be assigned to a private room (when available). Residential Life reserves the right to assign an RA a roommate(s) if needed. Consistent with the Academic-Year Contract, this agreement is for a space within a residence hall, not a specific building. The Department of Residential Life reserves the rights to move residents, including RAs, to meet its responsibilities to students.
- Partial meal plan will be provided: Standard Staff Meal Plan of 60 swipes/semester
  - RAs may have the option to upgrade their meal plan at their own expense utilizing the options provided at the sole discretion of LSU Dining and Residential Life. These offerings may change.
  - RAs will be expected to make their fall meal plan selection by July 1, 2019, and spring meal plan selection by November 1, 2019, and will not be able to make any changes outside of these dates. Changes must be submitted in writing to the Associate Director for Staffing and Operations.
  - RAs who adjust their meal plans either after the assigned date, or without going through Residential Life will forfeit their meal plan exemption/credit.
- RAs should investigate the impact their compensation may have on their financial aid and scholarship packages. Federal law requires that the University consider the value of the compensations RAs receive as a resource. Therefore, the Office of Undergraduate Admissions and Student Aid and Scholarships must take into account the amount of the RA benefit when determining eligibility of need-based aid.
• RAs are required to live in the residence hall or apartment community to which the RA is assigned.
• RAs are required to participate in a weekly staff meeting; occurring on Monday nights for approximately two hours, starting at 8:00 pm.
  o Individuals required to take a course that is solely offered during this time and is necessary to meet graduation requirements may request an exemption through the Associate Director for Staffing and Operations.
• RAs are expected to sleep in their community. RAs who will be out of their community overnight must notify the appropriate supervisor.
• RAs are required to participate in all departmental training, including: RA Orientation, Fall and Spring training, team development activities, and any assigned video and online trainings and certifications required by the department or the university.
• RAs will not be allowed to enroll in summer intersession courses. Returning RAs must request approval from the appropriate supervisor to enroll in spring or winter intersession courses.
• RAs are considered essential personnel in the case of a disaster, such as a hurricane, and will be required to remain on campus and perform RA responsibilities and other duties as assigned.
• RAs are required to participate in weekday, weekend, and holiday on-calls as deemed necessary by the appropriate supervisor(s).
  o On-Call shifts require staff to be present and remain in their assigned community.
  o On-Call shifts require availability from 7:00PM to 7:00AM on weekdays and 7:00PM to 7:00PM on weekends and holidays.
  o On-Call shifts include the participation and completion of rounds in conjunction with the departmental On-Call Policy and supervisors expectations.
  o RAs are expected to work uncovered desk shifts within their community during the On-Call hours.
• The RA position is considered the RA’s primary responsibility outside of class and academics. Other activities such as clubs and organizations are viewed as secondary to academics and the RA position. These activities should be limited in order to fulfill all RA responsibilities and are subject to approval by the appropriate supervisor(s).
• The Department of Residential Life encourages involvement in extracurricular activities. Resident Assistants interested in holding advanced leadership roles, such as holding executive board positions, serving in an elected position in a student organization, etc., requires approval from the appropriate supervisor.
  o Once hired, RAs are required to notify the appropriate supervisor(s) to continue in these roles. RAs will be asked to forfeit these opportunities if their performance as a staff member suffers.
• Due to a conflict of interest, RAs may not concurrently serve as members of the Residence Hall Association, Community Council, University Hearing Panel, or Student Government positions (all branches) directly related to functions within in Residential Life (Campus Affairs and Sustainability, Student Auxiliaries and Services, and Student Life, Diversity and Community Outreach).
• Participation in the following processes requires the approval of the Associate Director for Staffing and Operations prior to the start of the activities: fraternity and sorority recruitment process, Division 1 Athletics and ROTC.
  o Due to the nature of the amount of time required to participate in Tiger Band, individuals are prohibited from being involved in Tiger Band while employed.

Academic Requirements and Eligibility
• RAs must be enrolled in a full time degree program and enrolled as a full-time student.
• RAs must remain in good academic standing with the University.
• RAs must have 2 semesters of enrollment at LSU by start of position.
• RAs must maintain a 2.5 cumulative and semester grade point average for the duration of employment.
  o If at any time an RA’s semester GPA falls below a 2.0 or cumulative GPA falls below 2.5, the RA will be dismissed from their position.
• RAs must meet the required minimum semester and cumulative grade point averages (GPA) for the position at the start of employment. The last semester of enrollment at Louisiana State University will be considered for the semester requirement. The overall Louisiana State University GPA will be counted for cumulative GPA.
• Should a currently employed RA’s semester GPA fall below the minimum, the RA will be placed on academic probation and have one semester to raise the GPA above the minimum. If an RA does not rise above the minimum GPA within one semester time period, the RA will be dismissed from their position.
• RAs may not receive more than one academic probation period for the duration of their employment.
• RAs are limited to enroll in no more than 18 credit hours.
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- RAs may not participate in student teaching programs, internships over 10 hours, or practicum/co-op experiences while employed, if assigned to undergraduate residential communities, including internships for credit.
  - No exemptions for numbers of hours worked will be granted.
  - RAs who have completed one semester of service in the position are eligible to continue work in Marsh, Bayou and Ed Gay Apartments area while completing student teaching or internships over 10 hours.

Departmental and University Requirements
- RAs are expected to understand and follow the 2019-2020 position description requirements.
- RAs are expected to follow all federal, state, and local laws.
- RAs must be over the age of 18 by the start date of the position.
- RAs are expected to abide by the rules and regulations of Louisiana State University and the Department of Residential Life, including but not limited to those outlined in the Code of Student Conduct, the Academic-Year Contract, the Living on Campus Handbook, and all policy statements and permanent memoranda rendered by Louisiana State University.
- RAs are expected to remain in good conduct and financial standing with Louisiana State University and the Department of Residential Life throughout the tenure of the RA's employment.

Additional Employment
- Additional employment is defined as any activity, internship, or position in which a student is paid for their time.
- First semester RAs are prohibited from holding any additional employment to assist in their onboarding of the position. Any special circumstance requires approval from the Associate Director for Staffing & Operations. The request must be made in writing, and prior to any employment beginning.
- Per University Policy Statement 33: Student Employment, RAs are ineligible for additional on-campus employment.
- Additional off-campus employment is discouraged; however, requests on a case-by-case basis may be considered after the RA has served one semester as an RA.
  - Employment must be approved by the supervisor(s) prior to accepting the employment and cannot exceed a total of ten additional hours per week.
  - Preference will be given to employment required by or related to the RA’s major course of study as approved by the appropriate supervisor(s) prior to accepting employment.
  - If an RA is placed on disciplinary or academic probation status as an employee, any additional outside employment that has been previously approved may immediately be revoked.

Employment Action, Resignation and Dismissal
- At the sole discretion of the Department of Residential Life, an RA may be dismissed immediately for various reasons, including but not limited to violations of the Code of Student Conduct, the Living on Campus Handbook, the Academic-Year Contract, and federal, state, and local laws.
- The student conduct process is a separate process from the employment process. Employment decisions will be made separate from findings in the student conduct processes.
- Before any disciplinary action is taken, thorough and timely investigations utilizing the outlined departmental progressive discipline process will be conducted by the appropriate professional staff, thus, all disciplinary decisions, up to and including dismissal are final, and no appeals will be granted for such decisions.
- RAs who fail to comply with department and supervisory expectations, trainings, and guidelines as outlined will be subject to the student staff progressive discipline process.
- RAs who resign in the middle of the academic year will not be considered in good standing, and will not be eligible for rehire processes.
  - RAs who do not remain on campus will be assessed the Rent Penalty Fee applicable as outlined in the Handbook.
  - RAs that resign or are dismissed will be reassigned to an available residence hall room outside of the community in which they served as an RA, if they desire.
- Upon termination of this agreement, all manuals, keys, emergency supplies, identification badges, nametag, and other issued materials must be returned to the appropriate supervisor(s). Materials not returned or lost will result in a charge for the cost of a replacement or lock change.