

## **Residential Life Student Position Agreement for Residence Education Programmer & Residential Programming Board**

2020–2021 Academic Year

### **DATES OF AGREEMENT**

September 9, 2020 - June 14, 2021

### **POSITION SUMMARY**

Under the direct supervision of a professional staff member, Residence Education Programmers (REPs) and Residential Programming Board (RPB) members are live-in positions within the University of Washington (UW) residential communities. REPs and RPB members work collaboratively through unique roles to support community development and resident engagement. REPs and RPB members 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, participate in and facilitate a team approach with coworkers, complete necessary administrative tasks, and provide quality customer service to residents and visitors.

The REP supports residents to make the most of their Husky Experience by exploring educational content. The REP team is charged with assisting in the activation of HFS programming spaces by planning educational activities for building communities that are responsive to and inclusive of diverse student interests focused on the areas of wellness, academic success, and diversity.

The RPB member supports residents to make the most of their Husky Experience by crafting opportunities for residents to engage socially with peers. The RPB team is charged with assisting in the activation of HFS programming spaces by planning activities in a variety of ways that are responsive to and inclusive of diverse student interests. RPB plans social, community building events that are designed for the entire residential community.

### **DUTIES AND RESPONSIBILITIES**

#### **COMMUNITY DEVELOPMENT**

##### *GENERAL DUTIES & RESPONSIBILITIES*

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

The REPs and RPB work collaboratively to plan events that are designed to be responsive to and inclusive of the diverse residential student population. REPs and RPB members are expected to effectively and efficiently utilize programming resources.

### *SPECIFIC RESPONSIBILITIES*

1. Creating a diverse array of programming designed to support a welcoming and inclusive residential community.
2. (REPs) Planning three - five educational programs each quarter for assigned building communities.
3. (RPB members) Supporting large-scale, social programs each quarter for the entire UW residential community.
4. Contributing to an inclusive and welcoming community in all interactions including online interactions.
5. Prioritizing resident access to Residential leadership opportunities and avoiding any Executive Board leadership positions in HFS sponsored student organization during their position agreement.
6. Working collaboratively with other Residential Life student leaders to support community development efforts.

### *ACADEMIC*

#### *GENERAL DUTIES & RESPONSIBILITIES*

REPs and RPB members are expected to serve as academic role models for students and contribute positively to their community supporting the establishment of a community of academic success where residents are able to sleep and study.

### *SPECIFIC 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. (Recommendations from an academic advisor must be shared in advance and in writing with the supervisor.)
3. Achieving 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. REPs and RPB are expected to follow all Community Standards and engage in the community as a role model. REPs and RPB are expected to support their community by contacting a Resident Adviser in the event of a community disruption and/or crisis.

### *SPECIFIC RESPONSIBILITIES*

1. Engaging as a REP or RPB member at all times 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 charge or protection order after immediately issuance.
5. Following instructions given by direct and indirect supervisors, which may include any Residential Life professional staff.
6. Knowing and modeling all Housing & Food Services, UW, and Residential Life policies, procedures, and regulations. The REP or RPB member is responsible for contacting the Resident Adviser On-Call in the event they are aware of a potential policy violation.
7. Effectively managing electronic card access by: maintaining possession of electronic card access at all times; refraining from using electronic card access to gain entry to areas for any purpose other than legitimate REP/RPB business; refraining from using electronic card access for personal benefit, and transferring possession of electronic card access without explicit authorization from a supervisor. The REP or RPB member is responsible for notifying a supervisor or the RD On-Call immediately if electronic card access are lost, stolen or compromised in any manner.

### *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 the 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 RESPONSIBILITIES*

1. Positively representing HFS with other students, staff, and guests and utilizing opportunities to provide feedback concerning the Department directly to their supervisor and HFS leadership.
2. Avoiding voting in any HFS sponsored student leadership organization, aside from casting a confidential vote in the annual Residential Community Student Association Presidential election.
3. Working collaboratively with all other Residential Life student leader groups.

## 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 RESPONSIBILITIES*

1. Participating in assigned meetings, trainings, and workshops. (REP and RPB team meetings are held weekly and determined based on academic schedules of members. REP and RPB members are expected to maintain availability to attend meetings 7-9 PM on Mondays as instructed.)
2. Returning to campus for Autumn Training and staying through the start of Autumn classes.
3. Performing other tasks as assigned.
4. Assisting in the recruitment and selection of positions as assigned.
5. Keeping accurate records about events, including planning, preparation, assessment, and budgeting.
6. Participating in an average of 19.5 hours of student leader tasks every week of each quarter and keeping track of things completed in this time frame.

## 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 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 from their supervisor prior to making travel arrangements for absences from the residential community that are greater than 72 hours.

7. Requesting permission from their supervisor prior to making travel arrangements for break periods and periods between quarters.
8. Communicating any changes in housing room selection immediately with a supervisor.

#### ADDITIONAL STANDARDS

1. The REP/RPB member will be held responsible for violations of the Housing Agreement Community Standards and student conduct code. Cases will be adjudicated by the appropriate conduct process (Residential Life Conduct Process Guide and/or Student Conduct Code) and applicable sanctions assigned independent of any applicable position corrective action, including dismissal.
2. REPs/RPB members are not permitted to work as Residential Life Office Assistants.
3. Loss of any HFS student position due to dismissal may affect the employment status of other positions held within HFS.
4. This agreement is applicable for the agreement dates listed above.
5. The conditions of this agreement are subject to change by Residential Life.

#### SUPERVISION

All REPs/RPB members are supervised by a professional Residential Life staff member. Indirect supervision is also provided by other Residential Life staff. All REPs/RPB are provided training before and during position, as well as offered feedback on a regular basis.

#### COMPENSATION

REP and RPB compensation is applied to the individual's housing account to partially or fully offset the individual's housing-related charges (depending on the exact position held and the room type selected). Specific details about compensation timelines and amounts are included below.

#### COMPENSATION DETAILS

The REP and RPB positions are compensated at a rate equal to the cost of a new double room, and academic year dining compensation varies by specific position held. All REPs and RPB members are compensated with additional dining funds at the rate of \$18.21 per day during Autumn Training (regardless of specific position held). REP and RPB positions do not receive laundry compensation at any point during training or the academic year.

Housing compensation for all REP and RPB positions is provided at a rate up to or equal to the cost of a new double room. Compensation is applied as a credit on the individual's housing account to partially or fully offset the individual's housing cost. Housing compensation will not exceed the total cost of the student's housing; if the cost of the room type chosen by the REP or

RPB is less than the housing compensation value, the student will receive compensation up to the total value of their housing.

REPs and RPB members receive specific dining plan levels based on their position. The RPB Director and REP Lead receive a Level 4 resident dining plan for the academic year. All other RPB and REP members receive a Level 1 resident dining plan for the academic year.

REPs and RPBs are eligible to select a different dining level than their compensation package indicates via their housing application. For students who select a dining level equal to or higher than their compensation, compensation is applied to their account to offset the cost of their plan. If students have selected a dining level lower than their indicated compensation amount, they are given instead the dining level their position receives for standard compensation.

#### FINANCIAL AID REPORTING

Housing & Food Services reports the value of compensation received for Residential Life 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 person to contact with questions is James Flowers, Associate Director of the Office of Student Financial Aid ([jflowers@uw.edu](mailto:jflowers@uw.edu)).

#### COMPENSATION TIMELINES

Compensation for all position types is applied on a quarterly basis.

Earned dining account and laundry account balances carry beyond the end of the REP/RPB position through the duration of an individual's time as a University of Washington student. If for any reason the position ends or is terminated before the end of an academic quarter, the REP/RPB is responsible for returning the unspent balance on their Dining Account, minus the daily prorated amount for days worked. The REP/RPB 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 REP/RPB by their supervisor. The reimbursement amount will be added as a charge on the REP/RPB's housing account.

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

REPs and RPB members who leave their position before their position end date are not required to vacate their room. REPs and RPB members are financially responsible for all housing costs incurred after the position has concluded.