

**Residential Life Position Agreement: 2022-2023 Academic Year  
RESIDENCE EDUCATION PROGRAMMER &  
RESIDENTIAL PROGRAMMING BOARD**

**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.

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 7, 2022 – Sunday, June 11, 2023

**WEEKLY TIME COMMITMENT**

REP/RPB members are expected to contribute **an average of 19.5 hours per week** towards the responsibilities of their role as outlined in this agreement, including finals week. Depending on the time of year, some weeks may require more than this amount while others require less.

REP/RPB team meetings are held weekly and determined based on academic schedules of members. REP/RPB members are expected to maintain availability to attend meetings 7-9 PM on Mondays as instructed.

#### *KEY DATES*

- **REP/RPB Move-In:**
  - Tuesday, September 6
- **Autumn Training / Resident Move-In:**
  - Begins Wednesday, September 7
  - Ends Friday, September 23
  - 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.

### **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 ROLE RESPONSIBILITIES*

1. Creating a diverse array of programming designed to support a welcoming and inclusive residential community.
2. (REPs) Planning educational programs each quarter for the entire UW residential community.
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 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 advisor. 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. 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 ROLE RESPONSIBILITIES*

1. Always engaging as a REP or RPB member 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. Demonstrating awareness of identity, bias, power, and privilege dynamics through actions and statements when responding to situations, incidents, and behaviors within the residential communities.



8. Effectively managing electronic card access by:
  - a. maintaining possession of electronic card access at all times.
  - b. refraining from using electronic card access to gain entry to areas for any purpose other than legitimate REP/RPB business.
  - c. refraining from using electronic card access for personal benefit and transferring possession of electronic card access without explicit authorization from a supervisor.
  - d. The REP or RPB member is responsible for notifying a supervisor or the RD On-Call immediately if electronic card access is 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 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 representing HFS with other students, staff, and guests.
3. Avoiding voting in any HFS sponsored student leadership organization, aside from casting a confidential vote in the annual Residential Community Student Association Presidential election.
4. 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 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, REP/RPB members are expected to complete tasks assigned by supervisors
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. This commitment includes finals week each quarter.
7. Engaging in 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.
8. 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 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. New REP/RPB members are expected to successfully complete the spring quarter Residential Life Training Class (EDLPS 496) or its equivalent as deemed appropriate.
2. REP/RPB members 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 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.

### **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 5-7 days 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**

REP and RPB in-kind 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 for all position types is applied on a quarterly basis. Earned dining account and laundry account balances carry beyond the end of the position. Dining balances carry through the duration of an individual's time as a University of Washington student. Laundry balances carry through the duration of an individual's time as a Housing & Food Service's resident.

## **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*

Housing in-kind compensation for all REP and RPB positions is provided at a rate up to or equal to the cost of a double room with semi-private bath. Compensation is applied as a credit on the individual's housing account to partially or fully offset the individual's housing cost. Housing in-kind 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 in-kind compensation value, the student will receive in-kind compensation up to the total value of their housing. At the conclusion of their position, REP/RPB members will be financially responsible for any unauthorized alterations, damages or cleaning costs related to their room.

### *DINING*

REPs and RPB members receive specific dining plan levels based on their position. The RPB Director and REP Director 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 in-kind 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 in-kind compensation amount, they are given instead the dining level their position receives for standard in-kind compensation.

All REPs and RPB members are compensated with additional dining funds at the rate of \$19.63 per day during Autumn Training (regardless of specific position held).

#### *LAUNDRY*

REP and RPB positions do not receive laundry compensation at any point during training or the academic year.

#### **EARLY DEPARTURE FROM ROLE**

If for any reason the position ends or is terminated before the end of an academic quarter, the REP/RPB member is responsible for returning the unspent balance on their Dining Account, minus the daily prorated amount for days worked. The REP/RPB member 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 member by their supervisor. The reimbursement amount will be added as a charge on the REP/RPB member's housing account.

REP/RPB members who leave their position before their agreement end-date are not required to vacate their assigned room. All REP/RPB members are financially responsible for all housing costs incurred after the position has concluded.

#### **TAX IMPLICATIONS**

The housing, dining, and laundry in-kind compensation for the role 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 Katrina Nelson, Residential Life Operations Specialist ([katnels@uw.edu](mailto:katnels@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 person to contact with questions is James Flowers, Associate Director of the Office of Student Financial Aid ([jflowers@uw.edu](mailto:jflowers@uw.edu)).

#### **ACCOMODATIONS**

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 should communicate with their supervisor. The supervisor may direct the individual to an appropriate University resource to effectively assess the accommodation request and provide recommendations. Student Leaders will never be asked about nor compelled to share confidential medical information.





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: \_\_\_\_\_

Team: \_\_\_\_\_

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

